**UTD** THE UNIVERSITY OF TEXAS AT DALLAS

**Academic Governance**
800 West Campbell Road, AD 23, Richardson, TX 75080-3021
Office: (972) 883-6751 FAX: (972) 883-2276

## MEMORANDUM

DATE:          November 29, 2021

TO:            Academic Council*

COPY TO:       **Richard C. Benson**        Nils Roemer
               **Rafael Martín**            Steven L. Small
               **Inga Musselman**           Jennifer Holmes
               **Calvin Jamison**           Stephanie Adams
               Amanda Rockow                George Fair
               Yvette Pearson               Hasan Pirkul
               Jessica Murphy               David Hyndman
               Juan González                Edward J. Harpham


FROM:          Academic Governance
               Vicki Carlisle, Secretary to Academic Governance

SUBJECT:       Academic Council Meeting

Academic Council will meet on **Wednesday, December 1, 2021** via **Microsoft Teams.**
If you cannot attend, please notify us at academic.governance@utdallas.edu Thank you!

| 2021-2022 ACADEMIC COUNCIL |
| --- |
| Ashley Barnes |
| Dinesh Bhatia |
| Adam Chandler |
| Mary Beth Goodrich |
| Bill Hefley ** |
| Karen Huxtable-Jester |
| Syam Menon |
| Syed Naqvi |
| Elizabeth Pickett |
| Ravi Prakash* |
| Richard Scotch *** |
| Tres Thompson |
| Shilyh Warren *** |

*Speaker
**Secretary
*** Vice-Speaker

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**AGENDA**
**ACADEMIC COUNCIL MEETING**
**December 1, 2021 @ 1:00-3:00 PM**
**via Microsoft Teams**

| | | |
|---|---|---|
| 1. | Call to Order, Announcements & Questions | Richard Benson |
| 2. | Approval of the Agenda | Ravi Prakash |
| 3. | Approval of Minutes – November 3, 2021 | Ravi Prakash |
| 4. | Speaker's Report | Ravi Prakash |
| 5. | THECB/SACSCOC/ Legislative Updates | Serenity King |
| 6. | NCFS/TXCFS/FAC Report | Ravi Prakash/R. Scotch/S. Warren/ B. Hefley |
| 7. | CEP Recommendations | Syam Menon |

    A. 2022-23 Undergraduate Course Inventory
    B. 2022-23 Graduate Course Inventory
    C. New Minor in Religious Studies
    D. UTDPP1052 (Final Oral Examinations, Dissertation/Thesis Embargo)
    E. Physics GRE Subject Test

| | | |
|---|---|---|
| 8. | Revision to the A&H Bylaws | Shilyh Warren |
| 9. | Discussion of Proposed Policy on Endowed Chairs, Professorships, and Fellowships – UTDPPxxxx | Serenity King |
| 10. | Implementing Recommendations from the 2018 Task Force on Student Course Evaluations | Karen Huxtable-Jester |
| 11. | Ad hoc committee charge for Review of UTDPP1047 Evaluation of Academic Administrators | Mehrdad Nourani / Serenity King |
| 12. | Sustainability Committee Proposal to address Single-use Plastics on Campus | Dorothee Honhon |
| 13. | Committee Reports | Bill Hefley |
| 14. | Update on Campus Climate Survey | Colleen Dutton |
| 15. | Adjournment | Richard Benson |

ITEM #3

<p align="center">**UNAPPROVED AND UNCORRECTED MINUTES**</p>

These minutes are disseminated to provide timely information to the Academic Council. They have not been approved by the body in question, and, therefore, they are not the official minutes.

<p align="center">**ACADEMIC COUNCIL MEETING**
**November 3, 2021 [VIA MICROSOFT TEAMS]**</p>

**PRESENT:** *Richard Benson, Inga Musselman, Rafael Martín,* Ashley Barnes, Dinesh Bhatia, Adam Chandler, Mary Beth Goodrich, Bill Hefley, Karen Huxtable-Jester, Syam Menon, Syed Naqvi, Elizabeth Pickett, Ravi Prakash, Richard Scotch, Tres Thompson, Shilyh Warren

**ABSENT:** None

**VISITORS:** Judy Barnes, Connor Donegan, Brian Dourty, Collen Dutton, Frank Feagans, Gene Fitch, Juan González, Debra Greszler, Edward Harpham, Serenity King, Jennifer Klunk, Jessica Murphy, Mehrdad Nourani, Sanaz Okhovat, Terry Pankratz, Kara Peak, Rena Piper, Imaan Razak Macchiwalla, Nils Roemer, Meghna Sabharwal, Ryan Short, Scott Simpson, Steven Small, Amanda Smith, Vy Trang, Vicki Carlisle

1. **Call to Order, Announcements & Questions**

   President Benson called the meeting to order at 1:00 pm. Dr. Benson reported that we will continue with our current COVID protocols through the end of the semester and through the start of the spring semester until we decide that we can loosen them. We should remember that as people go home over the holidays there may be more potential for them to be exposed to COVID. We will also have new students coming in the spring semester who have not yet gone through our testing protocol and may not have had an opportunity to get the vaccine. Dr. Benson asked Dr. Rafael Martín to provide additional details on our plans.

   Dr. Martín reported that we will maintain the status quo at least through the early part of the spring semester, which would mean continued use of the daily health check and continued proactive testing at the beginning of the spring semester. Unless things change dramatically, we will not try to replicate what we did at the beginning of the fall semester, i.e., test every member of our community at least once. We will simply enter the spring semester with the surveillance testing program that we have in place now, which is essentially 10% of the campus community on a weekly basis. Depending on what the environment looks like in the North Texas area, if we maintain that program for the first few weeks of the spring semester, we will have a good idea about whether we need to continue it for the safety of the campus community, or whether it would be appropriate to drop some of those measures at that at that time.

   We have enjoyed a few days of a zero percent positivity rate lately. But, as Dr. Benson mentioned, we did see a spike in cases coming out of the last winter break. We did not have the vaccines' availability and the vaccination rates that we have now, but we need to be vigilant that we do not see a similar surge after the winter break, and that is why we are going to maintain these measures for the foreseeable future. But hopefully by the end of January we will be able to decide whether to continue them for another period or to sunset them for the balance of the spring semester.

   Speaker Prakash opened the floor for questions. Dr. Bill Hefley asked what the academic position would be going forward to the spring semester. Would there be further de-densification or a return to the classroom? Dr. Benson replied that we are largely in full capacity in-person teaching and the spring semester will be a continuation of what we are doing now.

   Dr. Shilyh Warren asked if there were any consequences for faculty not participating in the required testing program. Dr. Benson asked Provost Musselman to respond. Dr. Musselman replied that the university is taking a pretty aggressive approach for staff who are not complying with the required baseline testing program, and she is currently in conversations with Tim Shaw to discuss possible sanctions for faculty. We are taking this very seriously to protect the health of all the campus community: faculty, staff, and students. There likely will be sanctions for the faculty, but those discussions are ongoing. Dr. Musselman highly recommends that people participate in this baseline testing program to protect the health of the campus and allow us to teach our students.

Dr. Syam Menon asked if testing for international students and new students coming in the spring would be random or required, and if it made a difference because the vaccines available to international students are not necessarily the ones that are available in the U.S. Dr. Martín replied that there are new requirements for foreign nationals coming to the U.S. that will require a CDC approved vaccine for their entrance. We are working with Academic Affairs and the International Center on two fronts. The Student Health Center will offer a Pfizer or Moderna vaccine to all our international students who are already here before they leave the country so they will be able to return at the start of the spring semester. We are also working with international students before they come to the U.S. so that they can meet that requirement. Dr. Menon asked if the CDC approved list of vaccines was the same as the WHO approved list. Dr. Martín said that he would have to go back to review the guidance from the CDC but vaccines that are WHO approved would have greater availability outside the United States.

Dr. Bill Hefley asked for an update on adding a vaccine booster reporting form to the COVID dashboard. Dr. Martín will follow up with John Walls and craft a communication to the university community that that will go out via email with the link to make it available to everybody who has had the booster and wishes to report it to us.

Dr. Tres Thompson thanked President Benson and Provost Musselman for releasing the merit pool. He mentioned that the Dean of his school used a portion of the merit pool to try to deal with salary compression and inversion as well. He has had queries from numerous faculty in the school reporting that even though they are tenured associate or full professors, their salary is still in the bottom quartile of salaries at the university. Will there be any further efforts on the part of administration to try to deal with that issue? President Benson replied that this is a critical issue, and his preferred approach is to use some piece of the available merit pool to address equity adjustments and other imbalances that can arise. He is hopeful that we can count on a good stretch of time where we will be able to give decent raises year upon year and that department heads and Deans will have the ability to attack these issues.

Speaker Prakash added that the Senate Advisory Committee on Budget is working with Terry Pankratz on benchmarking to find out what is the extent of salary compression in various schools and at various levels to provide the necessary information that Deans would need to address this issue.

There were no further questions.

2. **Approval of the Agenda – Ravi Prakash**
Speaker Prakash called for approval of the agenda. Dr. Dinesh Bhatia moved; Dr. Syam Menon seconded. Dr. Richard Scotch asked to add an item which has just been approved ty the Calendar Committee regarding the 2023 academic calendar. There were no objections, and the agenda was approved as amended. This item will be added to the agenda after the update on the Campus Climate Survey.

3. **Approval of Minutes – November 3, 2021 – Ravi Prakash**
Speaker Prakash called for approval of minutes from the October meeting. Dr. Syam Menon moved; Dr. Dinesh Bhatia seconded. There were no objections, and the minutes were approved unanimously.

4. **Speaker's Report – Ravi Prakash**
Speaker Prakash reported that both President Benson and Provost Musselman will be attending a UT System Board of Regents meeting on November 17, so Speaker Prakash will preside over the Senate meeting.

Dr. Prakash has met with Dr. Musselman to discuss the need to revisit our school bylaws. This will be a collaborative effort between faculty and administration. Dr. Richard Scotch has volunteered to lead the effort for the Senate. Dr. Scotch added that we will be asking each school to review their current bylaws and to adjust them considering changes in the university including bringing up the status of non-tenure system faculty as well as changes in the strategic plan.

Dr. Musselman will bring this to the attention of the Deans in the next Dean's Caucus and have a conversation with them.

Speaker Prakash reported that Dr. Musselman has assured him that she will make sure that Senate has adequate secretarial support when Vicki Carlisle retires at the end of the year.

At the last Senate meeting, we had a discussion on graduate student stipends and UT health insurance. Dr.

Prakash shared some of the things that happened in that meeting with the UT System Faculty Advisory Council, and there seems to be a significant appetite in that body to go to their respective campuses and gather more information and then reach out to UT System and find out what can be done. There are positive steps in that direction.

On October 22 Dr. Serenity King organized a Lead UTD session to familiarize people who are stepping into administrative roles with how the system works. There was a panel session on shared governance. Dr. King led the panel discussion and Juan Gonzáles, Jessica Murphy, Syam Menon, Jennifer McDowell and Speaker Prakash served as members of the panel.

Speaker Prakash drew attention to recent happenings at the University of Florida where faculty members were prevented from testifying as expert witnesses in legal proceedings. There have been various articles in The Chronicle of Higher Education condemning the President of the University of Florida and asking him to take a more principled stand on this issue. Dr. Prakash particularly recommended an article written by the former Chancellor of the UNC System who regrets not taking decisive action at UNC when he had the chance.

Speaker Prakash opened the floor for questions. Dr. King said that in April there had been an email exchange about adding a section to the school bylaws template which addresses due process in cases where the bylaws are not followed. She asked that this be considered as the discussion on revising school bylaws continues as it has accreditation implications as well as being good practice.

Dr. Dinesh Bhatia stated that as an institution we have lots of reviews and recommendations from committees. Do we have a mechanism in place for follow-up on these recommendations? Speaker Prakash replied that often these recommendations become the framework for policies which govern our actions.

There were no further questions.

5. **THECB/SACSCOC/Legislative Updates – Serenity King**
   Dr. King highlighted THECB updates. She shared the link to the Texas General Academic Institutions: Increasing Successful Community Transfer Report (Embedded URL).

   Accelerated Credentials Grant submissions are due Monday. We have three proposals at various stages of completion that need to be finalized so that they can be submitted.

   The Learning Technology Advisory Committee is going through a process of making some changes to distance education. They do anticipate completion of their recommendations that will change the statewide definitions of distance education in summer of 2022, so that will impact us as far as how we define our courses as well.

   Dr. King may have a SACSCOC update by the time of the Senate meeting, but she will follow through on asking for faculty volunteers to be on the 5th Year Review Committee.

   Another area faculty may want to consider is the creation of a stand-alone policy for academic freedom. We currently do not have one, and Dr. King thinks it is worth bringing it back up for discussion if we want to create a policy that reaffirms our commitment to academic freedom. Speaker Prakash suggested that this item should be placed on the December Council agenda for a discussion by the Senate in January.

6. **NCFS/TXCFS/FAC Reports – Ravi Prakash, Richard Scotch & Shilyh Warren**
   Speaker Prakash alluded to the email he sent to the UT System Faculty Advisory Council regarding graduate student stipends and UT health insurance earlier in this meeting. There was nothing further to add.

7. **CEP Recommendations – Syam Menon**
   Dr. Menon reported that CEP met on November 2. We have seven items moving on to Senate.
   A. **2021-22 Undergraduate Course Inventory**
      Mid-cycle undergraduate course inventory for the current academic year. There are three edits; none of them involved repeatable courses.
   B. **2022-23 Undergraduate Course Inventory**
      Undergraduate course inventory for next academic year. There are multiple repeatable courses. The edits were to clarify that topics courses may require additional prerequisites depending on the specific topic being covered. There were also some additions, one of which was a repeatable topics course from EPPS.
   C. **2021-22 Graduate Course Inventory**

Mid-cycle graduate course inventory for the current academic year. One addition; two edits; no repeatable courses.

D. **2022-23 Graduate Course Inventory**

Graduate course inventory for next academic year. There are 75 repeatable courses, one of which was an addition. All involve the addition of a similar clarification as with the undergraduate version that topics courses may require additional prerequisites depending on the topic. One addition, GEOS 6394, was sent back for clarification; specifically, if the prerequisite should be GEOS 6392 AND instructor consent required OR instructor consent required.

E. **New Track-BS-Information Technology and Systems: Cybersecurity Management**

Proposal for a new track in cybersecurity management in the BS program in Information Technology and Systems. The track consists of existing courses and no additional university resources are required.

F. **New Tracks, PhD program in Cognition and Neuroscience (I) Systems and Cellular Neuroscience, and (II) Cognitive Neuroscience**

Change is to make it explicit that there are two tracks in the PhD program in Cognition and Neuroscience.

G. **Reducing SCH requirements for MS in Human Development and Early Childhood Disorders**

Proposal to reduce the number of credit hours from 42 to 39 by dropping the number of required core courses from 8 to 7.

H. **Quick Admit Program Catalog Language**

Updates catalog language to clarify procedures that are already in place.

These recommendations come directly from the committee so a second is not needed. There were no objections, and these items will be placed on the Senate agenda.

8. **Discussion of Academic Administrators Evaluation Process – Serenity King/Mehrdad Nourani**

Speaker Prakash reported that this is a carryover from the last Senate meeting. There were no objections, and this item will be placed on the Senate agenda.

9. **Update on Fall Commencement – Judy Barnes/Rena Piper**

Ms. Barnes reported that for the last year we have been looking at moving to a model for commencement of having one large commencement ceremony where we could have a guest speaker, have all our graduates in one place where the President can certify the graduate than have separate school-based graduation ceremonies where the graduates cross the stage to receive their diploma or certificate and where each school can add in different elements such as awards or recognition of faculty. Each school has identified a coordinator and they have been working side by side with the commencement planning team.

So far, we have not found a favorable location that could accommodate 3500 graduates and guests so for this fall we are not going to implement the centralized commencement ceremony, but we are moving forward with the school-based ceremonies. Where we used to have some ceremonies that were blended with several schools to match what we could accommodate in the Activity Center, we are going to have 13 ceremonies this fall. We will be using the Activity Center and the ATEC Auditorium and in some cases will have concurrent ceremonies occurring at the same time. Ms. Barnes asked Rena Piper to review the schedule.

Ms. Piper shared that her team has created a handbook for the school coordinators to use and are walking through each element of the ceremony with the school coordinators. They are working to make the transition as easy as possible. The schedule for fall commencement is as follows:

**Wednesday, December 15**
10 a.m. Hooding Ceremony; Activity Center
6 p.m. Naveen Jindal School of Management – 1; Activity Center

**Thursday, December 16**
9 a.m. Naveen Jindal School of Management – 2; Activity Center
10:30 a.m. School of Arts and Humanities; ATC
12 p.m. Naveen Jindal School of Management – 3; Activity Center
1:30 p.m. School of Arts, Technology, and Emerging Communication; ATC
3 p.m. Naveen Jindal School of Management – 4; Activity Center
6 p.m. School of Behavioral and Brain Sciences; Activity Center

**Friday, December 17**
9 a.m. Erik Jonsson School of Engineering and Computer Science – 1; Activity Center

10:30 a.m. School of Economic, Political and Policy Sciences; ATC
12 p.m. Erik Jonsson School of Engineering and Computer Science – 2; Activity Center
1:30 p.m. School of Interdisciplinary Studies; ATC
3 p.m. Erik Jonsson School of Engineering and Computer Science – 3; Activity Center
6 p.m. School of Natural Sciences and Mathematics; Activity Center

Speaker Prakash called for a motion to place this item on the Senate agenda. Richard Scotch moved; Bill Hefley seconded. There were no objections, and the motion passed unanimously.

10. **Update on the Campus Climate Survey – Colleen Dutton**
Ms. Dutton announced that the two faculty representatives on the campus climate survey committee are Meghna Sabharwal and Gregg Dieckmann. An outside vendor – Glint – has been identified to run the survey and Ms. Dutton received the final contract this morning. The survey will be open to all faculty and staff and will launch in February 2022. The survey will focus on the following areas:

Diversity, Equity, Inclusion, and Belonging
Effectiveness of Leadership
Growth and Retention
Recognition
Communication

Ms. Dutton will be providing updates at the December HR Forum.

Ms. Dutton also noted that HR is sponsoring the Comet Cupboard Food Drive for November collecting peanut butter and jelly.

One of the topics discussed in the HR Forum this morning was civility in the workplace. Tensions are high right now, but the issue seems to be intensifying in severity as well as numbers. She is working to raise awareness to individuals that we need to be civil to one another.

Speaker Prakash asked for a motion to place this item on the Senate agenda. Syam Menon moved; Richard Scotch seconded. There were no objections, and the motion passed unanimously.

11. **Recommendation from the Academic Calendar Committee – Richard Scotch**
Dr. Scotch reported that the proposed 2022-23 calendar has been reviewed and approved by the Academic Calendar Committee and Provost Musselman and requested that this item be placed on the Senate agenda. The motion does not need a second. There were no objections, and the motion passed unanimously.

The agenda for the November Senate meeting will be:

1. Call to Order, Announcements & Questions

2. Approval of the Agenda

3. Approval of Minutes

4. Speaker's Report

5. THECB/SACSCOC/Legislative Updates

6. NCFS/TXCFS/FAC Report

7. Student Government Report

8. Graduate Student Assembly Report

9. Staff Council Report

10. CEP Recommendations

11. Discussion of Academic Administrators Evaluation Process

12. Update on Fall Commencement

13. Update on Campus Climate Survey

14. Recommendation from the Academic Calendar Committee

12. **Adjournment – Richard Benson**
    There being no further business, the meeting was adjourned at 2:16 p.m.


APPROVED: _____    DATE: _____
                Ravi Prakash
                Speaker of the Faculty

# CEP Items for Senate (Tentative)
**Academic Council Meeting**
**01 December, 2021**

A. 2022-'23 Undergraduate Course Inventory

B. 2022-'23 Graduate Course Inventory

C. New Minor in Religious Studies

D. UTDPP 1052 ( Final Oral Examinations, Dissertation/Thesis Embargo)

E. Physics GRE Subject Test

# Undergraduate Courses to be offered in 2022-2023

| COURSE | ARHM | ATEC | BBS | ECS | EPPS | GENS | JSOM | NSMT | HONS | UGRD | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Additions** | 1 | | | 1 | 1 | | 3 | 4 | 2 | | **12** |
| **Removals** | | | | | | | 5 | | | | **5** |
| **Edits** | 6 | | | 26 | | | 75 | 2 | 1 | | **110** |
| **Total** | **1** | **0** | | **27** | **1** | | **83** | **6** | **3** | | **127** |
| Repeatable | 4 | | | 12 | | | 17 | | 1 | | 34 |
| Online | | | | | | | | | | | 0 |

## Additions

| ARHM | ECS | EPPS | JSOM | NSM | HONS |
|---|---|---|---|---|---|
| RELS 2317 | BMEN 1300 | EPPS 3100 | ACCT 3312 | CHEM 2233 | HONS 3103 |
| | | | MECO 4303 | CHEM 2237 | HONS 3109 |
| | | | OPRE 4355 | ~ PHYS 1101 | |
| | | | | ~ PHYS 1102 | |

## Removals

| JSOM | | |
|---|---|---|
| FIN 4350 | | |
| FIN 4386 | | |
| FIN 4387 | | |
| ITSS 4342 | | |
| OBHR 4370 | | |

## Edits

| ARHM | ECS | | | JSOM | | | | | HONS |
|---|---|---|---|---|---|---|---|---|---|
| ARTS 3363 | BMEN 1208 | CE 4v97 | EE 4v97 | ACCT 2301 | BA 4080 | FIN 4338 | ITSS 4343 | OPRE 3312 | HONS 3110 |
| ARTS 3382 | BMEN 3320 | CE 4v98 | EE 4v98 | ACCT 2302 | BA 4081 | FIN 4380 | ITSS 4353 | OPRE 3320 | |
| ARTS 4305 | BMEN 3331 | CS 1325 | MECH 1v95 | ACCT 3322 | BA 4083 | FIN 4395 | ITSS  4380 | OPRE 3330 | **NSM** |
| PHIL 2304 | CE 1100 | EE 1202 | MECH 2v95 | ACCT 3331 | BA 4v90 | HMGT 3080 | ITSS  4v90 | OPRE 3333 | / GEOS 2321 |
| PHIL  4v99 | CE 1202 | EE 3310 | MECH 3v95 | ACCT 3332 | BCOM 1300 | HMGT 3301 | ITSS  4v95 | OPRE 3360 | / PHYS 2125 |
| RELS 3358 | CE 3310 | EE 3311 | MECH 4v95 | ACCT 3341 | BCOM 3300 | HMGT 3310 | MECO 4351 | OPRE 4310 | |
| | CE 3311 | EE 4388 | MECH 4v98 | ACCT 3350 | BCOM 4300 | HMGT 4395 | MECO 4370 | OPRE 4320 | |
| | CE 4388 | EE 4399 | MSEN 3304 | ACCT 4301 | BPS 4305 | HMGT 4v90 | MKT 4332 | OPRE 4330 | |
| | CE 4v95 | EE 4v95 | | ACCT 4302 | BPS 4307 | IMS 4310 | MKT 4360 | OPRE 4340 | |
| | | | | ACCT 4334 | BPS 4395 | IMS 4373 | MKT 4370 | OPRE 4353 | |
| | | | | ACCT 4336 | ENTP 4395 | IMS 4395 | MKT  4395 | OPRE 4362 | |
| | | | | ACCT 4337 | ENTP 4v90 | IMS  4v90 | MKT  4v90 | OPRE 4395 | |
| | | | | ACCT 4340 | FIN 3375 | IMS  4v94 | OBHR 4v90 | OPRE 4v90 | |
| | | | | ACCT 4395 | FIN 4320 | ITSS 3312 | OBHR 4v94 | RMIS 3375 | |
| | | | | ACCT 4V80 | FIN 4337 | ITSS 4301 | OPRE 3310 | RMIS 4338 | |

## + Repeatable

| ARHM | ECS | | | JSOM | | | | | HONS |
|---|---|---|---|---|---|---|---|---|---|
| ARTS 3363 | CE 4v95 | EE 4v95 | MECH 2v95 | ACCT 4V80 | # BA 4v90 | # HMGT 4v90 | ITSS 4v95 | # OPRE 4v90 | * HONS 3110 |
| ARTS 3382 | CE 4v97 | EE 4v97 | MECH 3v95 | BA 4080 | * ENTP 4395 | # IMS 4v90 | # MKT 4v90 | | |
| ARTS 4305 | CE 4v98 | EE 4v98 | MECH 4v95 | BA 4081 | ENTP 4v90 | IMS 4v94 | # OBHR 4v90 | | |
| PHIL 4v99 | EE 4399 | MECH 1v95 | MECH 4v98 | BA 4083 | * HMGT 3080 | # ITSS 4v90 | OBHR 4v94 | | |

| Core | | Online |
|---|---|---|
| **NSM** | | |
| / GEOS 2321 | | |
| / PHYS 2125 | | |

### Legend

| | | | |
|---|---|---|---|
| * | New as repeatable | # | Update made to repeat hrs |
| = | Renumber – no additional info required | ~ | Reinstate – no additional info required |
| + | Contains adds & edits only | @ | New Online/Hybrid Course |
| ♦ | Core Report Attached | / | Existing Core - no related changes |

Click on any course number above to see a PDF of that course.

Click "Return to Main Menu" at the bottom of a page to return to this page.

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | add *<br>rels2317<br>(r1)<br>rels2317.2<br>group_head<br>series_head | RELS 2317 Introduction to Hinduism (3 semester credit hours) An introduction to the family of religious and cultural traditions under the umbrella of Hinduism, their history, major texts, and contemporary practices. (3-0) R<br><br>**request notes**<br><br>Adding new areas of study to RELS.<br><br>**peoplesoft diff:**<br><br>**RELS 2317 Introduction to Hinduism (3 semester credit hours) An introduction to the family of religious and cultural traditions under the umbrella of Hinduism, their history, major texts, and contemporary practices. (3-0) R**<br><br>**show fields: rels2317.2**<br><br>• **cat_repeat_units:** 3<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** no_subtitles | phase: approve<br>status: approving<br>audit: 13 | ddc130130<br>2021-11-01 10:19:08<br><br>audit:<br>-14470.5 m<br>index:<br>-14470.5 m<br>match_fail |

## RELS 2317 - New Course Additional Information

| | |
|---|---|
| **Prefix** | RELS |
| **Number** | 2317 |
| **Year Min** | 2022 |
| **School** | arhm |
| **Dept** | arhm |
| **Curriculum_Fit** | elective |
| **Is Replacement** | replace_no |
| **Replaces** | - |
| **Similar To** | No |
| **Reasoning** | N/A |
| **Requestor** | Matthew J. Brown |
| **Preparer** | Matthew J Brown |
| **Create_DateTime** | 2021-10-08 16:44:46 |
| **Create_NetID** | mxb091000 |

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | add *<br>bmen1300<br>(r1)<br>bmen1300.2<br>group_head<br>series_head | BMEN 1300 Introduction to Biomedical Engineering Computing (3 semester credit hours) Computer programming in a high-level, block structured language with a focus on bioengineering applications. Basic data types, memory usage, control structures, input/output, functions and parameter passing. Program design and software development methodology. Mechanics of running, testing, and debugging. Pseudo-codes, flowcharts and code efficiency. Programming languages of choice are C++ and Matlab. Programming projects related to biomedical engineering applications. (3-0) S<br><br>**request notes**<br><br>Change of BMEN curriculum, replacing CS 1324. Approved by faculty vote 10/2021<br><br>**peoplesoft diff:**<br><br>**BMEN 1300 Introduction to Biomedical Engineering Computing (3 semester credit hours) Computer programming in a high-level, block structured language with a focus on bioengineering applications. Basic data types, memory usage, control structures, input/output, functions and parameter passing. Program design and software development methodology. Mechanics of running, testing, and debugging. Pseudo-codes, flowcharts and code efficiency. Programming languages of choice are C++ and Matlab. Programming projects related to biomedical engineering applications. (3-0) S**<br><br>**show fields: bmen1300.2**<br><br>• **cat_repeat_units:** 3<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** no_subtitles | phase: approve<br>status: approving<br>audit: 13 | lxm162530<br>2021-10-21 14:23:08<br><br>audit: -14416.6 m<br>index: -14416.6 m<br>match_fail |

## BMEN 1300 - New Course Additional Information

| | |
|---|---|
| **Prefix** | BMEN |
| **Number** | 1300 |
| **Year Min** | 2022 |
| **School** | encs |
| **Dept** | encsbien |
| **Curriculum_Fit** | major_req |
| **Is Replacement** | replace_yes |
| **Replaces** | CS 1324 |
| **Similar To** | - |
| **Reasoning** | replacing CS 1324 with BMEN specific course |
| **Requestor** | Shalini Prasad |
| **Preparer** | Leah Mathison |
| **Create_DateTime** | 2021-10-21 14:15:14 |
| **Create_NetID** | lxm162530 |

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | add *<br>epps3100<br>(r1)<br>epps3100.2<br>group_head<br>series_head | EPPS 3100 Leading for Good (1 semester credit hour) This course focuses on personal development and current policy issues and social challenges to explore the theory and practice of leadership. Through lectures, group discussion, and dialogue with guest speakers, students are encouraged to use their own leadership skills to address pressing social and policy problems. Personal and professional development are also integrated into the curriculum. Credit/No Credit only. Instructor Consent Required. (1-0) R<br><br>**request notes**<br><br>Added per dept.<br><br>**peoplesoft diff:**<br><br>**EPPS 3100 Leading for Good (1 semester credit hour) This course focuses on personal development and current policy issues and social challenges to explore the theory and practice of leadership. Through lectures, group discussion, and dialogue with guest speakers, students are encouraged to use their own leadership skills to address pressing social and policy problems. Personal and professional development are also integrated into the curriculum. Credit/No Credit only. Instructor Consent Required. (1-0) R**<br><br>**show fields: epps3100.2**<br><br>• **cat_repeat_units:** 1<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** no_subtitles | phase: approve<br>status: approving<br>audit: 13 | ddc130130<br>2021-11-08 08:39:59<br><br>audit:<br>-14409 m<br>index:<br>-14409 m<br>match_fail |

## EPPS 3100 - New Course Additional Information

| | |
|---|---|
| **Prefix** | EPPS |
| **Number** | 3100 |
| **Year Min** | 2022 |
| **School** | epps |
| **Dept** | epps |
| **Curriculum_Fit** | elective |
| **Is Replacement** | replace_no |
| **Replaces** | - |
| **Similar To** | - |
| **Reasoning** | na |
| **Requestor** | EPPS |
| **Preparer** | Climer |
| **Create_DateTime** | 2021-11-08 08:32:38 |
| **Create_NetID** | ddc130130 |

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open | add * <br> [acct3312](r1) <br> acct3312.4 <br> group_head <br> series_head | ACCT 3312 Introduction to Accounting Analytics (3 semester credit hours) This course provides an overview of the foundational data analytics skills for accountants, including digital skills, data structures, and various analytics tools. This course will provide an understanding of the process of extracting, transforming, and loading data and using that data to make accounting decisions. There will be an emphasis on the elements of data visualization. Prerequisites: (ACCT 2301 with a minimum grade of C) and (ACCT 2302 with a minimum grade of C). (3-0) S <br><br> **request notes** <br><br> New course content not previously offered <br><br> **peoplesoft diff:** <br><br> **ACCT 3312 Introduction to Accounting Analytics (3 semester credit hours) This course provides an overview of the foundational data analytics skills for accountants, including digital skills, data structures, and various analytics tools. This course will provide an understanding of the process of extracting, transforming, and loading data and using that data to make accounting decisions. There will be an emphasis on the elements of data visualization. Prerequisites: (ACCT 2301 with a minimum grade of C) and (ACCT 2302 with a minimum grade of C). (3-0) S** <br><br> **show fields: acct3312.4** <br><br> • **cat_repeat_units:** 3 <br> • **cat_delivery_method:** deliverymethod_100 <br> • **cat_core:** <br> • **cat_subtitles:** no_subtitles | phase: approve <br> status: approving <br> audit: 13 | kmd023000 <br> 2021-11-11 11:25:35 <br><br> audit: -31.1 m <br> index: -31.1 m <br> match_fail |

## ACCT 3312 - New Course Additional Information

| | |
|---|---|
| **Prefix** | ACCT |
| **Number** | 3312 |
| **Year Min** | 2022 |
| **School** | mgmt |
| **Dept** | mgmt |
| **Curriculum_Fit** | major_req |
| **Is Replacement** | replace_no |
| **Replaces** | - |
| **Similar To** | No |
| **Reasoning** | New course content not previously offered |
| **Requestor** | Marilyn Kaplan |
| **Preparer** | Marilyn Kaplan |
| **Create_DateTime** | 2021-11-11 10:55:39 |
| **Create_NetID** | mkaplan |

RETURN TO MAIN MENU

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open | add * [meco4303](r1) meco4303.2 group_head series_head | MECO 4303 Decisions, Behavior and Business Policy (3 semester credit hours) This course introduces the tools of behavioral economics, decision and game theory and applies them to important questions of business and related policies pertaining to market design, regulation and innovation. Prerequisites: (BA 1310 or ECON 2302) and (BA 1320 or ECON 2301). (3-0) Y | phase: approve<br>status: approving<br>audit: 13 | mkaplan 2021-11-11 11:18:40<br><br>audit: -188.9 m<br>index: -188.9 m<br>match_fail |

Inside the request status cell:

**request notes**

New course content not previously offered

**peoplesoft diff:**

**MECO 4303 Decisions, Behavior and Business Policy (3 semester credit hours) This course introduces the tools of behavioral economics, decision and game theory and applies them to important questions of business and related policies pertaining to market design, regulation and innovation. Prerequisites: (BA 1310 or ECON 2302) and (BA 1320 or ECON 2301). (3-0) Y**

**show fields: meco4303.2**

- **cat_repeat_units:** 3
- **cat_delivery_method:** deliverymethod_100
- **cat_core:**
- **cat_subtitles:** no_subtitles

## MECO 4303 - New Course Additional Information

| | |
|---|---|
| **Prefix** | MECO |
| **Number** | 4303 |
| **Year Min** | 2022 |
| **School** | mgmt |
| **Dept** | mgmt |
| **Curriculum_Fit** | major_req |
| **Is Replacement** | replace_no |
| **Replaces** | - |
| **Similar To** | No |
| **Reasoning** | New course content not previously offered |
| **Requestor** | Marilyn Kaplan |
| **Preparer** | Marilyn Kaplan |
| **Create_DateTime** | 2021-11-11 10:59:36 |
| **Create_NetID** | mkaplan |

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open | add *<br>opre4355 (r1)<br>opre4355.3<br>group_head<br>series_head | OPRE 4355 Operations Management in the Healthcare Sector (3 semester credit hours) This course explores the Healthcare Supply Chain and discusses its operations, challenges, and overall costs. Topics include the importance of healthcare delivery and related supply chain processes, sourcing and negotiations, and inventory, while analyzing how priorities are established, how services are organized and delivered, and the factors that influence their cost and quality. Prerequisite: OPRE 3310. (3-0) Y<br><br>**request notes**<br><br>New course.<br><br>**peoplesoft diff:**<br><br>**OPRE 4355 Operations Management in the Healthcare Sector (3 semester credit hours) This course explores the Healthcare Supply Chain and discusses its operations, challenges, and overall costs. Topics include the importance of healthcare delivery and related supply chain processes, sourcing and negotiations, and inventory, while analyzing how priorities are established, how services are organized and delivered, and the factors that influence their cost and quality. Prerequisite: OPRE 3310. (3-0) Y**<br><br>**show fields: opre4355.3**<br><br>• **cat_repeat_units:** 3<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** no_subtitles | phase: approve<br>status: approving<br>audit: 13 | kmd023000<br>2021-11-11 10:59:32<br><br>audit: -37.8 m<br>index: -37.8 m<br>match_fail |

## OPRE 4355 - New Course Additional Information

| | |
|---|---|
| **Prefix** | OPRE |
| **Number** | 4355 |
| **Year Min** | 2022 |
| **School** | mgmt |
| **Dept** | mgmt |
| **Curriculum_Fit** | major_req |
| **Is Replacement** | replace_no |
| **Replaces** | - |
| **Similar To** | No |
| **Reasoning** | New course content not previously offered elsewhere. |
| **Requestor** | Marilyn Kaplan |
| **Preparer** | Marilyn Kaplan |
| **Create_DateTime** | 2021-11-11 10:14:26 |
| **Create_NetID** | mkaplan |

ITEM #7A

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | add *<br>chem2233<br>(r1)<br>chem2233.4<br>group_head<br>series_head | CHEM 2233 Introductory Organic Chemistry Laboratory (2 semester credit hours) Introduction to the experimental skills associated with organic functional group reactions. This course is designed to reinforce concepts presented in CHEM 2323 and CHEM 2325. Course consists of a hands-on laboratory and a separate associated lecture. Lab fee of $30 required. Prerequisite: CHEM 2323. Corequisite: CHEM 2325. (1-3) S<br><br>**request notes**<br><br>Replacing two 1-credit lab courses (CHEM 2123 and CHEM 2125) with one 2-credit lab course<br><br>**peoplesoft diff:**<br><br>**CHEM 2233 Introductory Organic Chemistry Laboratory (2 semester credit hours) Introduction to the experimental skills associated with organic functional group reactions. This course is designed to reinforce concepts presented in CHEM 2323 and CHEM 2325. Course consists of a hands-on laboratory and a separate associated lecture. Lab fee of $30 required. Prerequisite: CHEM 2323. Corequisite: CHEM 2325. (1-3) S**<br><br>**show fields: chem2233.4**<br><br>• **cat_repeat_units:** 2<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** no_subtitles | phase: approve<br>status: approving<br>audit: 13 | dieckgr<br>2021-11-02<br>15:00:23<br><br>audit:<br>-13447.4 m<br>index:<br>-13447.4 m<br>match_fail |

**CHEM 2233 - New Course Additional Information**

| | |
|---|---|
| **Prefix** | CHEM |
| **Number** | 2233 |
| **Year Min** | 2022 |
| **School** | nsmt |
| **Dept** | nsmtchem |
| **Curriculum_Fit** | major_req |
| **Is Replacement** | replace_yes |
| **Replaces** | CHEM 2123, CHEM 2125 |
| **Similar To** | no |
| **Reasoning** | CHEM 2233 will replace the 2-course lab sequence CHEM 2125 and CHEM 2125. It will be composed of a lecture component and a laboratory component. |
| **Requestor** | Jeremiah Gassensmith |
| **Preparer** | Gregg R. Dieckmann |
| **Create_DateTime** | 2021-10-28 22:09:39 |
| **Create_NetID** | dieckgr |

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | add *<br>chem2237<br>(r1)<br>chem2237.2<br>group_head<br>series_head | CHEM 2237 Honors Organic Chemistry Laboratory (2 semester credit hours) Introduction to the experimental skills associated with organic functional group reactions. This course is designed to reinforce concepts presented in CHEM 2327 and CHEM 2328. Course consists of a hands-on laboratory and a separate associated lecture. Lab fee of $30 required. Prerequisite: CHEM 2327. Corequisite: CHEM 2328. (1-3) Y<br><br>**request notes**<br><br>Replacing two 1-credit lab courses (CHEM 2127 and CHEM 2128) with one 2-credit lab course<br><br>**peoplesoft diff:**<br><br>**CHEM 2237 Honors Organic Chemistry Laboratory (2 semester credit hours) Introduction to the experimental skills associated with organic functional group reactions. This course is designed to reinforce concepts presented in CHEM 2327 and CHEM 2328. Course consists of a hands-on laboratory and a separate associated lecture. Lab fee of $30 required. Prerequisite: CHEM 2327. Corequisite: CHEM 2328. (1-3) Y**<br><br>**show fields: chem2237.2**<br><br>• **cat_repeat_units:** 2<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** no_subtitles | phase: approve<br>status: approving<br>audit: 13 | dieckgr<br>2021-11-02 15:03:41<br><br>audit:<br>-13449.4 m<br>index:<br>-13449.4 m<br>match_fail |

**CHEM 2237 - New Course Additional Information**

| | |
|---|---|
| **Prefix** | CHEM |
| **Number** | 2237 |
| **Year Min** | 2022 |
| **School** | nsmt |
| **Dept** | nsmtchem |
| **Curriculum_Fit** | major_req |
| **Is Replacement** | replace_yes |
| **Replaces** | CHEM 2127, CHEM 2128 |
| **Similar To** | no |
| **Reasoning** | this course, a 2-credit Honors laboratory course, will replace two 1-credit Honors laboratory courses. It will contain both lecture and lab components. |
| **Requestor** | Michael Biewer |
| **Preparer** | Gregg R. Dieckmann |
| **Create_DateTime** | 2021-11-02 14:44:41 |
| **Create_NetID** | dieckgr |

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open | reinstate * [phys1101](r10) phys1101.12 group_head series_head | PHYS 1101 (PHYS 1101) College Physics Laboratory I (1 semester credit hour) An algebra-based laboratory course to accompany PHYS 1301. Experiments investigate measurements and statistics; one dimensional and two-dimensional motion; Newton's laws; conservation laws of energy and momentum; rotational motion and oscillations. Lab fee of $30 required. Corequisite: PHYS 1301. (0-3) R | phase: approve<br>status: approving<br>audit: 26 | ddc130130 2021-11-04 10:27:03 010126 audit: -177.6 m index: -177.6 m match_fail |

<div align="center">

**request notes**

</div>

Reinstated and updated at dept request.

<div align="center">

**peoplesoft diff: 010126 2020-08-11 dianeb**

</div>

**PHYS 1101 (PHYS 1101) College Physics Laboratory I (1 semester credit hour) An algebra-based laboratory course to accompany PHYS 1301. Experiments investigate measurements and statistics; one dimensional and two-dimensional motion; Newton's laws; conservation laws of energy and momentum; rotational motion and oscillations. Lab fee of $30 required. Corequisite: PHYS 1301. (0-3) R**

<div align="center">

**show fields: phys1101.12**

</div>

- **cat_repeat_units:** 1
- **cat_delivery_method:** deliverymethod_100
- **cat_core:**
- **cat_subtitles:** no_subtitles

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | reinstate *<br>[phys1102](#)<br>(r10)<br>phys1102.12<br>group_head<br>series_head | PHYS 1102 (PHYS 1102) College Physics Laboratory II (1 semester credit hour) An algebra-based laboratory course to accompany PHYS 1302. Experiments may investigate electrostatics, electric circuits, magnetism, optics, and topics coordinating with PHYS 1302. Lab fee of $30 required. Corequisite: PHYS 1302. (0-3) R<br><br>**request notes**<br><br>Reinstated and updated at dept request.<br><br>**peoplesoft diff: 010127 2020-08-11 dianeb**<br><br>**PHYS 1102 (PHYS 1102) College Physics Laboratory II (1 semester credit hour) An algebra-based laboratory course to accompany PHYS 1302. Experiments may investigate electrostatics, electric circuits, magnetism, optics, and topics coordinating with PHYS 1302. Lab fee of $30 required. Corequisite: PHYS 1302. (0-3) R**<br><br>**show fields: phys1102.12**<br><br>• **cat_repeat_units:** 1<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** no_subtitles | phase: approve<br>status: approving<br>audit: 26 | ddc130130<br>2021-11-04<br>10:27:36<br>010127<br><br>audit:<br>-173.4 m<br>index:<br>-173.4 m<br>match_fail |

| req type<br>**course<br>req_id** | **catalog<br>course<br>description** | **request<br>status** | **request<br>metadata** | **actions** |
|---|---|---|---|---|
| 2022-open | add *<br>hons3103<br>(r1)<br>hons3103.3<br>group_head<br>series_head | HONS 3103 Honey Bees and Society (1 semester credit hour) Explores topics ranging from the biology of individual bees to how the colony as a superorganism makes decisions. Covers concepts from history through modern agriculture to give a complete view of the importance of honey bees in our culture. Prerequisite: CV Honors students only. (1-0) S<br><br>**request notes**<br><br>Reason: Course has been taught over three times as HONS 3199. Note: Please add CV attribute<br><br>**peoplesoft diff:**<br><br>**HONS 3103 Honey Bees and Society (1 semester credit hour) Explores topics ranging from the biology of individual bees to how the colony as a superorganism makes decisions. Covers concepts from history through modern agriculture to give a complete view of the importance of honey bees in our culture. Prerequisite: CV Honors students only. (1-0) S**<br><br>**show fields: hons3103.3**<br><br>• **cat_repeat_units:** 1<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** no_subtitles | phase: approve<br>status: approving<br>audit: 13 | vab061000<br>2021-11-17 10:33:50<br><br>audit: -196 m<br>index: -196 m<br>match_fail |

## HONS 3103 - New Course Additional Information

| | |
|---|---|
| **Prefix** | HONS |
| **Number** | 3103 |
| **Year Min** | 2022 |
| **School** | hons |
| **Dept** | hons |
| **Curriculum_Fit** | elective |
| **Is Replacement** | replace_no |
| **Replaces** | - |
| **Similar To** | No |
| **Reasoning** | N/A |
| **Requestor** | Valerie Brunell |
| **Preparer** | Valerie Brunell |
| **Create_DateTime** | 2021-10-27 09:24:29 |
| **Create_NetID** | vab061000 |

ITEM #7A

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | add *<br>hons3109<br>(r1)<br>hons3109.3<br>group_head<br>series_head | HONS 3109 Liberal Arts (1 semester credit hour) Explores contemporary interdisciplinary topics in the humanities and social sciences. Prerequisite: CV Honors Students only. (1-0) Y<br><br>**request notes**<br><br>Reason: Course taught three times as HONS 3199. Note: Please add CV attribute.<br><br>**peoplesoft diff:**<br><br>**HONS 3109 Liberal Arts (1 semester credit hour) Explores contemporary interdisciplinary topics in the humanities and social sciences. Prerequisite: CV Honors Students only. (1-0) Y**<br><br>**show fields: hons3109.3**<br><br>• **cat_repeat_units:** 1<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** no_subtitles | phase: approve<br>status: approving<br>audit: 13 | vab061000<br>2021-11-17<br>10:34:15<br><br>audit:<br>-201.7 m<br>index:<br>-201.7 m<br>match_fail |

## HONS 3109 - New Course Additional Information

| | |
|---|---|
| **Prefix** | HONS |
| **Number** | 3109 |
| **Year Min** | 2022 |
| **School** | hons |
| **Dept** | hons |
| **Curriculum_Fit** | elective |
| **Is Replacement** | replace_no |
| **Replaces** | - |
| **Similar To** | No |
| **Reasoning** | n/a |
| **Requestor** | Valerie Brunell |
| **Preparer** | Valerie Brunell |
| **Create_DateTime** | 2021-10-27 15:21:46 |
| **Create_NetID** | vab061000 |

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br>~~acct4380~~<br>~~acct4v80~~ (r4)<br>acct4v80.8<br>group_head<br>series_head | ACCT 4V80 Professional Internship in Accounting (1-3 semester credit hours) This course provides students with an opportunity to expand and apply their accounting skills in a professional setting. Students will be required to apply knowledge obtained at the University to a job situation. Credit/No Credit only. Prerequisites: Completion of 12 semester credit hours of upper-division accounting courses with a minimum GPA of 3.0. Certain course exclusions may apply. Instructor consent required. May be repeated for credit (3 semester credit hours maximum). ([1-3]-0) S<br><br>**request notes**<br><br>Added INT component (DDC - 09.15.17).<br><br>**peoplesoft diff: 014372 2017-08-20 ddc130130**<br><br>ACCT 4V80 Professional Internship in Accounting (1-3 semester credit hours) This course provides students with an opportunity to expand and apply their ~~skills in~~ accounting **skills** in a professional setting. Students will be required to apply knowledge obtained at the University to a job situation. Credit/No Credit only. Prerequisites: ~~Students must have completed~~ **Completion of** 12 **semester credit** hours of ~~upper-level~~ **upper-division** accounting courses with a minimum GPA of 3.0. Certain course exclusions may apply. Instructor consent required. May be repeated for credit (3 semester credit hours maximum). ([1-3]-0) S<br><br>**repeat reason**<br><br>Students make complete multiple different internships for a total of 3 credit hours.<br><br>**show fields: acct4v80.8**<br><br>• **cat_repeat_units:** 3<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** no_subtitles | phase: approve<br>status: approving<br>audit: 31 | kmd023000<br>2021-11-11<br>09:46:00<br>014372<br>audit:<br>-1306.4 m<br>index:<br>-1306.4 m<br>match_fail |

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br>arts3363 (r9)<br>arts3363.18<br>group_head<br>series_head | ARTS 3363 Typography, Technology, Image (3 semester credit hours) This Intermediate/Design II course explores the concepts and techniques of design as manifest in history and emerging in contemporary experimental design practices. The course emphasizes the use of technology and explores individual vision, creative variation strategies, and command of the visual language (allowing one to communicate visually, providing content and attitude overtly or covertly). Topics may include typography, graphic design, logos, information design, color theory, as well as composition, 2D, and 3D design. May be repeated for credit as topics vary (6 semester credit hours maximum). Prerequisite: ARTS 1316 or ARTS 2316 or ARTS 2348 or ARTS 2350 or ARTS 2380 or ARTS 2381 or ATCM 2301 or ATCM 2302 or instructor consent required. (0-3) Y | phase: approve<br>status: approving<br>audit: 31 | mlg105020<br>2021-11-02<br>08:23:36<br>000770<br><br>audit:<br>-19873.7 m<br>index:<br>-19873.7 m<br>match_fail |

**request notes**

Updated prereqs for new courses

**peoplesoft diff: 000770 2018-08-19 ddc130130**

ARTS 3363 Typography, Technology, Image (3 semester credit hours) This Intermediate/Design II course explores the concepts and techniques of design as manifest in history and emerging in contemporary experimental design practices. The course emphasizes the use of technology and explores individual vision, creative variation strategies, and command of the visual language (allowing one to communicate visually, providing content and attitude overtly or covertly). Topics may include typography, graphic design, logos, information design, color theory, as well as composition, 2D, and 3D design. May be repeated for credit as topics vary (6 semester credit hours maximum). Prerequisite: ARTS 1316 or ARTS 2316 or ARTS **2348 or ARTS** 2350 or ARTS 2380 or ARTS ~~2381.~~ **2381 or ATCM 2301 or ATCM 2302 or instructor consent required.** (0-3) Y

**repeat reason**

Course content and projects will vary each time ARTS 3363 is taught.

**show fields: arts3363.18**

- **cat_repeat_units:** 6
- **cat_delivery_method:** deliverymethod_100
- **cat_core:**
- **cat_subtitles:** yes_subtitles

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open | edit * <br> arts3382 (r5) <br> arts3382.7 <br> group_head <br> series_head | ARTS 3382 Color as Subject (3 semester credit hours) This studio course explores the history of color in art and culture. It provides students in various majors a workshop forum for an intense personal investigation of color as subject, meaning and influence in their selected discipline. May be repeated for credit as topics vary (9 semester credit hours maximum). Prerequisite: ARTS 1316 or ARTS 2316 or ARTS 2348 or ARTS 2350 or ARTS 2380 or ARTS 2381 or ATCM 2301 or ATCM 2302 or instructor consent required. (0-3) T <br><br> **request notes** <br><br> Added new courses to prereqs <br><br> **peoplesoft diff: 013767 2014-08-25 slm140530** <br><br> ARTS 3382 Color as Subject (3 semester credit hours) This studio course explores the history of color in art and culture. It provides students in various majors a workshop forum for an intense personal investigation of color as subject, meaning and influence in their selected discipline. May be repeated for credit as topics vary (9 semester credit hours maximum). Prerequisite: ARTS 1316 or ARTS 2316 or ARTS **2348 or ARTS** 2350 or ARTS 2380 or ARTS 2381 **or ATCM 2301 or ATCM 2302** or instructor consent required. (0-3) T <br><br> **repeat reason** <br><br> Course content and projects will vary each time this course is taught. <br><br> **show fields: arts3382.7** <br><br> • **cat_repeat_units:** 9 <br> • **cat_delivery_method:** deliverymethod_100 <br> • **cat_core:** <br> • **cat_subtitles:** yes_subtitles | phase: approve <br> status: approving <br> audit: 31 | mlg105020 <br> 2021-11-02 08:24:22 <br> 013767 <br><br> audit: -15544.8 m <br> index: -15544.8 m <br> match_fail |

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br><u>arts4305</u> (r2)<br>arts4305.6<br>group_head<br>series_head | ARTS 4305 The Art of Graphic Design (3 semester credit hours) This course explores various artistic interpretations of graphic design as an art form. Projects investigate timelines from the idea stage to digital realization to "ready to print" collateral. Topics may include industry guidelines, event materials, outreach strategies, digital marketing, ad campaigns, and brand visual identity. May be repeated for credit as topics vary (6 semester credit hours maximum). Prerequisite: ARTS 2315 or ARTS 2348 or ARTS 2380 or ATCM 2301 or ATCM 2302 or instructor consent required. (0-3) T | phase: approve<br>status: approving<br>audit: 31 | mlg105020<br>2021-11-02<br>08:24:50<br>015603<br><br>audit:<br>-15519.2 m<br>index:<br>-4123.7 m<br>match_fail |

**request notes**

New course.

**peoplesoft diff: 015603 2019-08-18 ddc130130**

ARTS 4305 The Art of Graphic Design (3 semester credit hours) This course explores various artistic interpretations of graphic design as an art form. Projects investigate timelines from the idea stage to digital realization to "ready to print" collateral. Topics may include industry guidelines, event materials, outreach strategies, digital marketing, ad campaigns, and brand visual identity. May be repeated for credit as topics vary (6 semester credit hours ~~maximum.) Prerequisites: ((ARTS~~ maximum). Prerequisite: ARTS 2315 or ARTS ~~2380) and~~ 2348 or ARTS ~~3363)~~ 2380 or ATCM 2301 or ATCM 2302 or instructor consent required. (0-3) T

**repeat reason**

Topics vary

**show fields: arts4305.6**

- **cat_repeat_units:** 6
- **cat_delivery_method:** deliverymethod_100
- **cat_core:**
- **cat_subtitles:** yes_subtitles

RETURN TO MAIN MENU

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open ba4080.4 group_head series_head | edit * [ba4080](r2) | BA 4080 Participation in Internal Competition (0 semester credit hours) This course is designed to prepare students participating in a Jindal School academic competition. Credit/No Credit only. May be repeated (6 times maximum). Instructor consent required. (2-0) Y | phase: approve / status: approving / audit: 31 | kmd023000 2021-11-11 09:46:16 015460 audit: -1248.4 m index: -1248.4 m match_fail |

BA 4080 (for first row) request notes:

Submitted by Dr. Kaplan on 11.14.17 via email for summer 2018 (DDC - 11.15.17).

**peoplesoft diff: 015460 2018-01-01 ddc130130**

BA 4080 Participation in Internal Competition (0 semester credit hours) This course is designed to prepare students ~~participaing~~ participating in a Jindal School academic competition. Credit/No Credit only. May be repeated (6 times maximum). Instructor consent required. (2-0) Y

**repeat reason**

ok if subtitle differs

**show fields: ba4080.4**

- **cat_repeat_units:** 0
- **cat_delivery_method:** deliverymethod_100
- **cat_core:**
- **cat_subtitles:** yes_subtitles

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open ba4081.4 group_head series_head | edit * [ba4081](r2) | BA 4081 Participation in Local Competition (0 semester credit hours) This course is designed to prepare students participating in a local academic competition. Credit/No Credit only. May be repeated (6 times maximum). Instructor consent required. (2-0) Y | phase: approve / status: approving / audit: 31 | kmd023000 2021-11-11 09:46:27 015461 audit: -1286.5 m index: -1286.5 m match_fail |

**request notes**

Submitted by Dr. Kaplan on 11.14.17 via email for summer 2018 (DDC - 11.15.17).

**peoplesoft diff: 015461 2018-01-01 ddc130130**

BA 4081 Participation in Local Competition (0 semester credit hours) This course is designed to prepare students ~~participaing~~ participating in a local academic competition. Credit/No Credit only. May be repeated (6 times maximum). Instructor consent required. (2-0) Y

**repeat reason**

ok if subtitle differs

**show fields: ba4081.4**

- **cat_repeat_units:** 0
- **cat_delivery_method:** deliverymethod_100
- **cat_core:**
- **cat_subtitles:** yes_subtitles

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open | edit * [ba4083](#) (r2) ba4083.4 group_head series_head | BA 4083 Participation in National Competition (0 semester credit hours) This course is designed to prepare students participating in a national academic competition. Credit/No Credit only. May be repeated (6 times maximum). Instructor consent required. (2-0) Y | phase: approve / status: approving / audit: 31 | kmd023000 2021-11-11 09:46:38 015463 audit: -1155.1 m index: -1155.1 m match_fail |

**request notes**

Submitted by Dr. Kaplan on 11.14.17 via email for summer 2018 (DDC - 11.15.17).

**peoplesoft diff: 015463 2018-01-01 ddc130130**

BA 4083 Participation in National Competition (0 semester credit hours) This course is designed to prepare students **participaing** **participating** in a national academic competition. Credit/No Credit only. May be repeated (6 times maximum). Instructor consent required. (2-0) Y

**repeat reason**

ok if subtitle differs

**show fields: ba4083.4**

- **cat_repeat_units:** 0
- **cat_delivery_method:** deliverymethod_100
- **cat_core:**
- **cat_subtitles:** yes_subtitles

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open | edit * <br> ba4v90 (r7) <br> ba4v90.12 <br> group_head <br> series_head | BA 4V90 Management Internship (1-3 semester credit hours) This course is designed to further develop a student's business knowledge through appropriate developmental work experiences in a real business environment. Students are required to identify and submit specific business learning objectives (goals) at the beginning of the semester. At the end of the semester students must prepare an oral presentation, reflecting on the knowledge gained in the work experience. Student performance is evaluated by the work supervisor. Credit/No Credit only. May be repeated for credit (3 semester credit hours maximum). Instructor consent required. ([1-3]-0) S | phase: approve <br> status: approving <br> audit: 30 | kmd023000 <br> 2021-11-11 09:47:39 <br> 000940 <br> audit: -1282.1 m <br> index: -1282.1 m <br> match_fail |

**request notes**

Internship to INT comp type clean up (DDC); only allow 3 SCH max

**peoplesoft diff: 000940 2017-08-20 ddc130130**

BA 4V90 Management Internship (1-3 semester credit hours) This course is designed to further develop a student's business knowledge through appropriate developmental work experiences in a real business environment. Students are required to identify and submit specific business learning objectives (goals) at the beginning of the semester. At the end of the semester students must prepare an oral presentation, reflecting on the knowledge gained in the work experience. Student performance is evaluated by the work supervisor. Credit/No Credit only. May be repeated for credit (6 (3 semester credit hours maximum). Instructor consent required. ([1-3]-0) S

**repeat reason**

May be repeated for credit when the internship business and/or project is different.

**show fields: ba4v90.12**

- **cat_repeat_units:** 3
- **cat_delivery_method:** deliverymethod_100
- **cat_core:**
- **cat_subtitles:** no_subtitles

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| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br>ce4v95 (r5)<br>ce4v95.6<br>group_head<br>series_head | CE 4V95 Undergraduate Topics in Computer Engineering (1-9 semester credit hours) Subject matter will vary from semester to semester. May be repeated for credit as topics vary (9 semester credit hours maximum). Additional prerequisites may be required depending on the specific course topic. ([1-9]-0) R<br><br>**request notes**<br><br>Updated per dept<br><br>**peoplesoft diff: 002045 2014-08-24 ddc130130**<br><br>CE 4V95 Undergraduate Topics in Computer Engineering (1-9 semester credit hours) Subject matter will vary from semester to semester. May be repeated for credit as topics vary (9 semester credit hours maximum). **Additional prerequisites may be required depending on the specific course topic.** ([1-9]-0) R<br><br>**repeat reason**<br><br>as topics vary<br><br>**show fields: ce4v95.6**<br><br>• **cat_repeat_units:** 9<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** yes_subtitles | phase: approve<br>status: approving<br>audit: 31 | ddc130130<br>2021-11-03 10:27:18<br>002045<br><br>audit:<br>-15517.6 m<br>index:<br>-15517.6 m<br>match_fail |
| 2022-open | edit *<br>ce4v97 (r4)<br>ce4v97.5<br>group_head<br>series_head | CE 4V97 Independent Study in Computer Engineering (1-9 semester credit hours) Independent study under a faculty member's direction. May be repeated for credit as topics vary (9 semester credit hours maximum). Additional prerequisites may be required depending on the specific course topic. Instructor consent required. ([1-9]-0) R<br><br>**request notes**<br><br>Updated per dept<br><br>**peoplesoft diff: 002046 2015-08-23 ddc130130**<br><br>CE 4V97 Independent Study in Computer Engineering (1-9 semester credit hours) Independent study under a faculty member's direction. May be repeated for credit as topics vary (9 semester credit hours maximum). **Additional prerequisites may be required depending on the specific course topic.** Instructor consent required. ([1-9]-0) R<br><br>**show fields: ce4v97.5**<br><br>• **cat_repeat_units:** 9<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** yes_subtitles | phase: approve<br>status: approving<br>audit: 31 | ddc130130<br>2021-11-03 10:27:50<br>002046<br><br>audit:<br>-15511.8 m<br>index:<br>-15511.8 m<br>match_fail |

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br>ce4v98 (r5)<br>ce4v98.6<br>group_head<br>series_head | CE 4V98 Undergraduate Research in Computer Engineering (1-9 semester credit hours) Topics will vary from semester to semester. May be repeated for credit as topics vary (9 semester credit hours maximum). Additional prerequisites may be required depending on the specific course topic. Instructor consent required. ([1-9]-0) R<br><br>**request notes**<br><br>Updated per dept<br><br>**peoplesoft diff: 002047 2015-08-23 ddc130130**<br><br>CE 4V98 Undergraduate Research in Computer Engineering (1-9 semester credit hours) Topics will vary from semester to semester. May be repeated for credit as topics vary (9 semester credit hours maximum). **Additional prerequisites may be required depending on the specific course topic.** Instructor consent required. ([1-9]-0) R<br><br>**repeat reason**<br><br>research - exempt<br><br>**show fields: ce4v98.6**<br><br>• **cat_repeat_units:** 9<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** yes_subtitles | phase: approve<br>status: approving<br>audit: 31 | ddc130130<br>2021-11-03 10:28:18<br>002047<br><br>audit: -15511.2 m<br>index: -15511.2 m<br>match_fail |
| 2022-open | edit *<br>ee4399 (r6)<br>ee4399.11<br>group_head<br>series_head | EE 4399 Senior Honors in Electrical Engineering (3 semester credit hours) For students conducting independent research for honors theses or projects. May be repeated for credit as topics vary. Additional prerequisites may be required depending on the specific course topic. Instructor consent required. (3-0) R<br><br>**request notes**<br><br>Updated per dept<br><br>**peoplesoft diff: 004648 2014-08-24 sxr090100**<br><br>EE 4399 Senior Honors in Electrical Engineering (3 semester credit hours) For students conducting independent research for honors theses or projects. May be repeated for credit as topics vary. **Additional prerequisites may be required depending on the specific course topic.** Instructor consent required. (3-0) R<br><br>**show fields: ee4399.11**<br><br>• **cat_repeat_units:** 99<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** yes_subtitles | phase: approve<br>status: approving<br>audit: 31 | ddc130130<br>2021-11-03 10:23:10<br>004648<br><br>audit: -15533.4 m<br>index: -15533.4 m<br>match_fail |

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| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br>ee4v95 (r8)<br>ee4v95.11<br>group_head<br>series_head | EE 4V95 Undergraduate Topics in Electrical Engineering (1-9 semester credit hours) May be repeated for credit as topics vary (9 semester credit hours maximum). Additional prerequisites may be required depending on the specific course topic. ([1-9]-0) R<br><br>**request notes**<br><br>Added prerequisite phrase and removed consent per department<br><br>**peoplesoft diff: 004596 2014-08-24 ddc130130**<br><br>EE 4V95 Undergraduate Topics in Electrical Engineering (1-9 semester credit hours) May be repeated for credit as topics vary (9 semester credit hours maximum). ~~Instructor consent required.~~ **Additional prerequisites may be required depending on the specific course topic.** ([1-9]-0) R<br><br>**repeat reason**<br><br>as topics vary<br><br>**show fields: ee4v95.11**<br><br>• **cat_repeat_units:** 9<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** yes_subtitles | phase: approve<br>status: approving<br>audit: 30 | ddc130130<br>2021-11-08<br>08:48:41<br>004596<br><br>audit:<br>-15504.4 m<br>index:<br>-15504.4 m<br>match_fail |
| 2022-open | edit *<br>ee4v97 (r6)<br>ee4v97.8<br>group_head<br>series_head | EE 4V97 Independent Study in Electrical Engineering (1-9 semester credit hours) Independent study under a faculty member's direction. May be repeated for credit as topics vary (9 semester credit hours maximum). Additional prerequisites may be required depending on the specific course topic. Instructor consent required. ([1-9]-0) R<br><br>**request notes**<br><br>Updated per dept request<br><br>**peoplesoft diff: 004597 2014-08-24 ddc130130**<br><br>EE 4V97 Independent Study in Electrical Engineering (1-9 semester credit hours) Independent study under a faculty member's direction. May be repeated for credit as topics vary (9 semester credit hours maximum). **Additional prerequisites may be required depending on the specific course topic.** Instructor consent required. ([1-9]-0) R<br><br>**show fields: ee4v97.8**<br><br>• **cat_repeat_units:** 9<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** yes_subtitles | phase: approve<br>status: approving<br>audit: 31 | ddc130130<br>2021-11-03<br>10:24:41<br>004597<br><br>audit:<br>-15509.1 m<br>index:<br>-15509.1 m<br>match_fail |

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open | edit * <br> [ee4v98](#) (r6) <br> ee4v98.8 <br> group_head <br> series_head | EE 4V98 Undergraduate Research in Electrical Engineering (1-9 semester credit hours) This course may be used as an honors course. May be repeated for credit as topics vary (9 semester credit hours maximum). Additional prerequisites may be required depending on the specific course topic. Instructor consent required. ([1-9]-0) R <br><br> **request notes** <br><br> Updated per dept request <br><br> **peoplesoft diff: 004598 2015-08-23 ddc130130** <br><br> EE 4V98 Undergraduate Research in Electrical Engineering (1-9 semester credit hours) This course may be used as an honors course. May be repeated for credit as topics vary (9 semester credit hours maximum). **Additional prerequisites may be required depending on the specific course topic.** Instructor consent required. ([1-9]-0) R <br><br> **repeat reason** <br><br> research - exempt <br><br> **show fields: ee4v98.8** <br><br> • **cat_repeat_units:** 9 <br> • **cat_delivery_method:** deliverymethod_100 <br> • **cat_core:** <br> • **cat_subtitles:** yes_subtitles | phase: approve <br> status: approving <br> audit: 31 | ddc130130 <br> 2021-11-03 10:25:26 <br> 004598 <br><br> audit: -15523.6 m <br> index: -15523.6 m <br> match_fail |

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open | edit * ~~entp4300~~ entp4395 (r2) entp4395.5 group_head series_head | ENTP 4395 Capstone Senior Project - Entrepreneurship (3 semester credit hours) This course is intended to complement theory and to provide an in-depth, hands-on experience in all aspects of a real business project. Students will work in teams as consultants on projects of interest to industry and will be involved in specifying the problem and its solution, designing and analyzing the solution, and developing recommended solutions. The deliverables will include reports that document these steps as well as a final project report, including the challenges faced by the team. Teams will also make presentations. May be repeated for credit as topics vary (9 semester credit hours maximum). Prerequisites: BCOM 4300 and FIN 3320 and OPRE 3310 and Junior or Senior standing and instructor consent required. (3-0) S | phase: approve / status: approving / audit: 28 | kmd023000 2021-11-11 09:49:39 015720 audit: -1339.9 m index: -1339.9 m match_fail |

**request notes**

Added per Dr. Kaplan. Add repeat option for up to 9 SCH - add subtitles, update prereqs

**peoplesoft diff: 015720 2020-08-16 ddc130130**

ENTP 4395 Capstone Senior Project - Entrepreneurship (3 semester credit hours) This course is intended to complement theory and to provide an in-depth, hands-on experience in all aspects of a real business project. Students will work in teams as consultants on projects of interest to industry and will be involved in specifying the problem and its solution, designing and analyzing the solution, and developing recommended solutions. The deliverables will include reports that document these steps as well as a final project report, including the challenges faced by the team. Teams will also make presentations. **May be repeated for credit as topics vary (9 semester credit hours maximum).** Prerequisites: **BCOM 4300 and FIN 3320 and OPRE 3310 and** Junior or ~~senior~~ Senior standing and instructor ~~consent.~~ **consent required.** (3-0) S

**repeat reason**

May be repeated for credit as subtitle differs

**show fields: entp4395.5**

- **cat_repeat_units:** 9
- **cat_delivery_method:** deliverymethod_100
- **cat_core:**
- **cat_subtitles:** yes_subtitles

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br>entp4v90 (r4)<br>entp4v90.13<br>group_head<br>series_head | ENTP 4V90 Innovation and Entrepreneurship Internship (1-3 semester credit hours) This internship course must be directly related to your concentration or minor in innovation and entrepreneurship. Students gain experience and improve skills through appropriate work assignments in a real business environment. Student must identify and submit specific business learning objectives at the beginning of the semester. At the end of the semester, students prepare a presentation describing their work experience and work output. Credit/No Credit only. May be repeated for credit (3 semester credit hours maximum). JSOM Internship Coordinator and the Innovation and Entrepreneurship Program consent required. ([1-3]-0) Y<br><br>**request notes**<br><br>change from LEC to PRA; approved by Kaplan email 12-2-13. Internship to INT comp type clean up (DDC); add repeatability for up to 3 SCH<br><br>**peoplesoft diff: 014218 2017-08-20 ddc130130**<br><br>ENTP 4V90 Innovation and Entrepreneurship Internship (1-3 semester credit hours) This internship course must be directly related to your concentration or minor in innovation and entrepreneurship. Students gain experience and improve skills through appropriate work assignments in a real business environment. Student must identify and submit specific business learning objectives at the beginning of the semester. At the end of the semester, students prepare a presentation describing their work experience and work output. Credit/No Credit only. **May be repeated for credit (3 semester credit hours maximum).** JSOM Internship Coordinator and the Innovation and Entrepreneurship Program consent required. ([1-3]-0) Y<br><br>**repeat reason**<br><br>Students may complete multiple internships for a total of 3 semester credit hours.<br><br>**show fields: entp4v90.13**<br><br>• **cat_repeat_units:** 3<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** no_subtitles | phase: approve<br>status: approving<br>audit: 30 | kmd023000<br>2021-11-11 09:49:50<br>014218<br>audit: -1293.3 m<br>index: -1293.3 m<br>match_fail |

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br>hmgt3080<br>(r2)<br>hmgt3080.5<br>group_head<br>series_head | HMGT 3080 Healthcare Management Honors Program Seminar (0 semester credit hours) This is a mandatory course for each PPH member to take during the Fall of their initiation year. The course will be one hour, once per week and will cover seminar topics that are relevant for transitioning students into working professionals in healthcare. Topics will cover: presentation skills, working with difficult people, working in teams, workplace etiquette, professional appearance & communication, leadership scenarios, personality assessment, negotiation, community involvement, alumni relations, and philanthropy. Weekly seminars will be taught by seasoned professionals from business, government, and academia using primarily case study and lecture formats. Credit/No Credit only. May be repeated as topics vary. Department consent required. (0-0) Y | phase: approve<br>status: approving<br>audit: 29 | kmd023000<br>2021-11-11<br>09:53:15<br>015834<br>audit:<br>-2518 m<br>index:<br>-2518 m<br>match_fail |

**request notes**

New course specifically for healthcare management honors students. Add may be repeated for 2022.

**peoplesoft diff: 015834 2020-08-16 ddc130130**

HMGT 3080 Healthcare Management Honors Program Seminar (0 semester credit hours) This is a mandatory course for each PPH member to take during the Fall of their initiation year. The course will be one hour, once per week and will cover seminar topics that are relevant for transitioning students into working professionals in healthcare. Topics will cover: presentation skills, working with difficult people, working in teams, workplace etiquette, professional appearance & communication, leadership scenarios, personality assessment, negotiation, community involvement, alumni relations, and philanthropy. Weekly seminars will be taught by seasoned professionals from business, government, and academia using primarily case study and lecture formats. Credit/No Credit only. **May be repeated as topics vary.** Department consent required. (0-0) Y

**repeat reason**

May be repeated as topics vary.

**show fields: hmgt3080.5**

- **cat_repeat_units:** 0
- **cat_delivery_method:** deliverymethod_100
- **cat_core:**
- **cat_subtitles:** yes_subtitles

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br>hmgt4v90<br>(r6)<br>hmgt4v90.9<br>group_head<br>series_head | HMGT 4V90 Healthcare Management Internship (1-3 semester credit hours) This course is designed to further develop a student's business knowledge through appropriate developmental work experiences in a real business environment. Students are required to identify and submit specific business learning objectives (goals) at the beginning of the semester. At the end of the semester students must prepare an oral presentation, reflecting on the knowledge gained in the work experience. Student performance is evaluated by the work supervisor. Credit/No Credit only. May be repeated for credit (3 semester credit hours maximum). Instructor consent required. ([1-3]-0) S<br><br>**request notes**<br><br>Internship to INT comp type cleanup (DDC); 3 SCH max allowed<br><br>**peoplesoft diff: 013980 2017-08-20 ddc130130**<br><br>HMGT 4V90 Healthcare Management Internship (1-3 semester credit hours) This course is designed to further develop a student's business knowledge through appropriate developmental work experiences in a real business environment. Students are required to identify and submit specific business learning objectives (goals) at the beginning of the semester. At the end of the semester students must prepare an oral presentation, reflecting on the knowledge gained in the work experience. Student performance is evaluated by the work supervisor. Credit/No Credit only. May be repeated for credit (6 (3 semester credit hours maximum). Instructor consent required. ([1-3]-0) S<br><br>**repeat reason**<br><br>May be repeated for credit when the internship business and/or project is different.<br><br>**show fields: hmgt4v90.9**<br><br>• **cat_repeat_units:** 3<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** no_subtitles | phase: approve<br>status: approving<br>audit: 30 | kmd023000<br>2021-11-11<br>09:54:34<br>013980<br><br>audit:<br>-1338.2 m<br>index:<br>-1338.2 m<br>match_fail |

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open | edit * [hons3110](r2) hons3110.9 group_head series_head | HONS 3110 The Addicted Brain (1 semester credit hour) Explores contemporary interdisciplinary topics related to addiction. Focuses on the neural basis of addiction as well as its social and economic impact. Medical and public policy approaches to addiction are discussed. May be repeated for credit as topics vary (2 semester credit hours maximum). Prerequisite: CV Honors students only. (1-0) T | phase: approve<br>status: approving<br>audit: 28 | vab061000<br>2021-11-17 10:34:42<br>015450<br>audit: -1319.9 m<br>index: -1319.9 m<br>match_fail |

**request notes**

Reason: Course taught three times as HONS 3199. Note: Please add CV attribute. srr - Removed DIS component per 10-18-17 email from Valerie Brunell.

**peoplesoft diff: 015450 2018-08-19 shh160630**

HONS 3110 The Addicted Brain (1 semester credit hour) Explores contemporary interdisciplinary topics related to addiction. Focuses on the neural basis of addiction as well as its social and economic impact. Medical and public policy approaches to addiction are discussed. **May be repeated for credit as topics vary (2 semester credit hours maximum).** Prerequisite: CV Honors students only. (1-0) T

**repeat reason**

topics vary

**show fields: hons3110.9**

- **cat_repeat_units:** 2
- **cat_delivery_method:** deliverymethod_100
- **cat_core:**
- **cat_subtitles:** yes_subtitles

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br>ims4v90 (r6)<br>ims4v90.10<br>group_head<br>series_head | IMS 4V90 Management Internship (1-3 semester credit hours) This course is designed to further develop a student's business knowledge through appropriate developmental work experiences in a real business environment. Students are required to identify and submit specific business learning objectives (goals) at the beginning of the semester. At the end of the semester students must prepare an oral presentation, reflecting on the knowledge gained in the work experience. Student performance is evaluated by the work supervisor. Credit/No Credit only. May be repeated for credit (3 semester credit hours maximum). Instructor consent required. ([1-3]-0) S<br><br>**request notes**<br><br>Internship to INT comp type project (DDC); 3 SCH max allowed<br><br>**peoplesoft diff: 013987 2017-08-20 ddc130130**<br><br>IMS 4V90 Management Internship (1-3 semester credit hours) This course is designed to further develop a student's business knowledge through appropriate developmental work experiences in a real business environment. Students are required to identify and submit specific business learning objectives (goals) at the beginning of the semester. At the end of the semester students must prepare an oral presentation, reflecting on the knowledge gained in the work experience. Student performance is evaluated by the work supervisor. Credit/No Credit only. May be repeated for credit (6 (3 semester credit hours maximum). Instructor consent required. ([1-3]-0) S<br><br>**repeat reason**<br><br>May be repeated for credit when the internship business and/or project is different.<br><br>**show fields: ims4v90.10**<br><br>&bull; **cat_repeat_units:** 3<br>&bull; **cat_delivery_method:** deliverymethod_100<br>&bull; **cat_core:**<br>&bull; **cat_subtitles:** no_subtitles | phase: approve<br>status: approving<br>audit: 30 | kmd023000<br>2021-11-11<br>09:59:27<br>013987<br><br>audit:<br>-1311.7 m<br>index:<br>-1311.7 m<br>match_fail |

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br>[ims4v94](#) (r4)<br>ims4v94.7<br>group_head<br>series_head | IMS 4V94 Seminar Series in International Management (1-3 semester credit hours) The seminar offers discussion on selected topics and theories in organizational behavior, strategy, and international management. The seminar includes an intensive hands-on approach to doing business in various world regions. Students will learn how organizations operate in a specific region and how they execute their business strategies. The seminar provides an in-depth understanding of socio-economic, political, cultural, institutional, and strategic perspectives in organizational behavior, strategy, and international management. May be repeated for credit as topics or regions vary (9 semester credit hours maximum). Instructor consent required. ([1-3]-0) R | phase: approve<br>status: approving<br>audit: 30 | kmd023000<br>2021-11-11<br>09:59:45<br>013880<br>audit:<br>-1249.3 m<br>index:<br>-1249.3 m<br>match_fail |

**request notes**

Per MK, add instructor consent for 2022.

**peoplesoft diff: 013880 2015-08-23 adp130030**

IMS 4V94 Seminar Series in International Management (1-3 semester credit hours) ~~Discussion of~~ **The seminar offers discussion on** selected topics and theories in organizational behavior, ~~strategy~~ **strategy, and international management. The seminar includes an intensive hands-on approach to doing business in various world regions. Students will learn how organizations operate in a specific region and how they execute their business strategies. The seminar provides an in-depth understanding of socio-economic, political, cultural, institutional, and strategic perspectives in organizational behavior, strategy,** and international management. May be repeated for credit as topics **or regions** vary (9 semester credit hours maximum). **Instructor consent required.** ([1-3]-0) R

**repeat reason**

May be repeated for credit when the subtitle/course topic is different.

**show fields: ims4v94.7**

- **cat_repeat_units:** 9
- **cat_delivery_method:** deliverymethod_100
- **cat_core:**
- **cat_subtitles:** yes_subtitles

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br>~~mis4v90~~<br>itss4v90 (r3)<br>itss4v90.5<br>group_head<br>series_head | ITSS 4V90 ITSS Internship (1-3 semester credit hours) This course is designed to further develop a student's knowledge of information systems through appropriate developmental work experiences in a true organizational setting. Students are required to identify and submit specific business learning objectives (goals) at the beginning of the semester. At the end of the semester students must prepare an oral presentation, reflecting on the knowledge gained in the work experience. Student performance is evaluated by the work supervisor. Credit/No Credit only. May be repeated for credit (3 semester credit hours maximum). Instructor consent required. ([1-3]-0) S | phase: approve<br>status: approving<br>audit: 30 | kmd023000<br>2021-11-11<br>10:02:24<br>013988<br>audit:<br>-1320.5 m<br>index:<br>-1320.5 m<br>match_fail |

**request notes**

Internship to INT comp type (DDC); 3 SCH max allowed

**peoplesoft diff: 013988 2017-08-20 ddc130130**

ITSS 4V90 ITSS Internship (1-3 semester credit hours) This course is designed to further develop a student's knowledge of information systems through appropriate developmental work experiences in a true organizational setting. Students are required to identify and submit specific business learning objectives (goals) at the beginning of the semester. At the end of the semester students must prepare an oral presentation, reflecting on the knowledge gained in the work experience. Student performance is evaluated by the work supervisor. Credit/No Credit only. May be repeated for credit (6 (3 semester credit hours maximum). Instructor consent required. ([1-3]-0) S

**repeat reason**

May be repeated for credit when the internship business and/or project is different.

**show fields: itss4v90.5**

- **cat_repeat_units:** 3
- **cat_delivery_method:** deliverymethod_100
- **cat_core:**
- **cat_subtitles:** no_subtitles

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br>~~mis4v95~~<br>itss4v95 (r2)<br>itss4v95.4<br>group_head<br>series_head | ITSS 4V95 Seminar Series in Information Systems (1-3 semester credit hours) Discussion of selected topics and theories in information systems. May be repeated for credit as topics vary (9 semester credit hours maximum). Instructor consent required. ([1-3]-0) R | phase: approve<br>status: approving<br>audit: 30 | kmd023000<br>2021-11-11 10:02:43<br>013900<br><br>audit:<br>-1313.6 m<br>index:<br>-1313.6 m<br>match_fail |

ITSS 4V95 Seminar Series in Information Systems (1-3 semester credit hours) Discussion of selected topics and theories in information systems. May be repeated for credit as topics vary (9 semester credit hours maximum). Instructor consent required. ([1-3]-0) R

**request notes**

Per MK, add instructor consent for 2022.

**peoplesoft diff: 013900 2015-08-23 sxr090100**

ITSS 4V95 Seminar Series in Information Systems (1-3 semester credit hours) Discussion of selected topics and theories in information systems. May be repeated for credit as topics vary (9 semester credit hours maximum). **Instructor consent required.** ([1-3]-0) R

**repeat reason**

May be repeated for credit when the subtitle/course topic is different.

**show fields: itss4v95.4**

- **cat_repeat_units:** 9
- **cat_delivery_method:** deliverymethod_100
- **cat_core:**
- **cat_subtitles:** yes_subtitles

RETURN TO MAIN MENU

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open | edit * <br> mech1v95 <br> (r5) <br> mech1v95.10 <br> group_head <br> series_head | MECH 1V95 Topics in Mechanical Engineering (1-9 semester credit hours) Subject matter will vary from semester to semester. May be repeated for credit as topics vary. Additional prerequisites may be required depending on the specific course topic. (9 semester credit hours maximum). Instructor consent required. ([0-9]-[0-9]) R | phase: approve <br> status: approving <br> audit: 31 | jak120030 <br> 2021-11-04 11:54:05 <br> 012593 <br> audit: -15540.6 m <br> index: -15540.6 m <br> match_fail |

**request notes**

meeting pattern: ([0-9], [0-9]) Repeat rationale added per Dr. Ntafos' 10-21-15 email (srr). Updated to reflect potential change of course requirements as topics vary. 11-4-21JK

**peoplesoft diff: 012593 2016-08-21 hxt151530**

MECH 1V95 Topics in Mechanical Engineering (1-9 semester credit hours) Subject matter will vary from semester to semester. May be repeated for credit as topics ~~vary~~ **vary. Additional prerequisites may be required depending on the specific course topic.** (9 semester credit hours maximum). Instructor consent required. ([0-9]-[0-9]) R

**repeat reason**

as topics vary

**show fields: mech1v95.10**

- **cat_repeat_units:** 9
- **cat_delivery_method:** deliverymethod_100
- **cat_core:**
- **cat_subtitles:** yes_subtitles

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open<br><br>edit *<br>mech2v95<br>(r5)<br>mech2v95.8<br>group_head<br>series_head | | MECH 2V95 Topics in Mechanical Engineering (1-9 semester credit hours) Subject matter will vary from semester to semester. May be repeated for credit as topics vary (9 semester credit hours maximum). Additional prerequisites may be required depending on the specific course topic. Instructor consent required. ([0-9]-[0-9]) R<br><br>**request notes**<br><br>meeting pattern - ([0-9], [0-9]) Repeat rationale added per Dr. Ntafos' 10-21-15 email (srr). Updated to reflect potential change of course requirements as topics vary. 11-4-21JK<br><br>**peoplesoft diff: 012596 2016-08-21 hxt151530**<br><br>MECH 2V95 Topics in Mechanical Engineering (1-9 semester credit hours) Subject matter will vary from semester to semester. May be repeated for credit as topics vary (9 semester credit hours maximum). **Additional prerequisites may be required depending on the specific course topic.** Instructor consent required. ([0-9]-[0-9]) R<br><br>**repeat reason**<br><br>as topics vary<br><br>**show fields: mech2v95.8**<br><br>• **cat_repeat_units:** 9<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** yes_subtitles | phase: approve<br>status: approving<br>audit: 31 | jak120030<br>2021-11-04<br>11:54:24<br>012596<br><br>audit:<br>-15506.3 m<br>index:<br>-15506.3 m<br>match_fail |
| 2022-open<br><br>edit *<br>mech3v95<br>(r7)<br>mech3v95.11<br>group_head<br>series_head | | MECH 3V95 Topics in Mechanical Engineering (1-9 semester credit hours) Subject matter will vary from semester to semester. May be repeated for credit as topics vary. Additional prerequisites may be required depending on the specific course topic. (9 semester credit hours maximum). ([1-9]-0) R<br><br>**request notes**<br><br>change to allow for more efficient registration. Updated to reflect potential change of course requirements as topics vary. 11-4-21JK<br><br>**peoplesoft diff: 012602 2021-08-22 ddc130130**<br><br>MECH 3V95 Topics in Mechanical Engineering (1-9 semester credit hours) Subject matter will vary from semester to semester. May be repeated for credit as topics ~~vary~~ **vary. Additional prerequisites may be required depending on the specific course topic.** (9 semester credit hours maximum). ([1-9]-0) R<br><br>**repeat reason**<br><br>as topics vary<br><br>**show fields: mech3v95.11**<br><br>• **cat_repeat_units:** 9<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** yes_subtitles | phase: approve<br>status: approving<br>audit: 31 | jak120030<br>2021-11-04<br>11:55:04<br>012602<br><br>audit:<br>-15505.5 m<br>index:<br>-15505.5 m<br>match_fail |

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br>mech4v95<br>(r8)<br>mech4v95.13<br>group_head<br>series_head | MECH 4V95 Topics in Mechanical Engineering (1-9 semester credit hours) Subject matter will vary from semester to semester. May be repeated for credit as topics vary. Additional prerequisites may be required depending on the specific course topic. (9 semester credit hours maximum). ([1-9]-0) R<br><br>**request notes**<br><br>change to allow for more efficient registration. Updated to reflect potential change of course requirements as topics vary. 11-4-21JK<br><br>**peoplesoft diff: 012618 2021-08-22 ddc130130**<br><br>MECH 4V95 Topics in Mechanical Engineering (1-9 semester credit hours) Subject matter will vary from semester to semester. May be repeated for credit as topics ~~vary~~ vary. **Additional prerequisites may be required depending on the specific course topic.** (9 semester credit hours maximum). ([1-9]-0) R<br><br>**repeat reason**<br><br>Topics vary.<br><br>**show fields: mech4v95.13**<br><br>• **cat_repeat_units:** 9<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** yes_subtitles | phase: approve<br>status: approving<br>audit: 31 | jak120030<br>2021-11-04<br>11:57:09<br>012618<br>audit:<br>-15550.5 m<br>index:<br>-15550.5 m<br>match_fail |
| 2022-open | edit *<br>mech4v98<br>(r5)<br>mech4v98.7<br>group_head<br>series_head | MECH 4V98 Undergraduate Research in Mechanical Engineering (1-9 semester credit hours) Topics will vary from semester to semester. May be repeated for credit (9 semester credit hours maximum). Instructor consent required. ([1-9]-0) R<br><br>**request notes**<br><br>Updated to research component, 12-18-14. Updated on grading basis 10/26/2021JK<br><br>**peoplesoft diff: 013975 2017-08-20 mkw150130**<br><br>MECH 4V98 Undergraduate Research in Mechanical Engineering (1-9 semester credit hours) Topics will vary from semester to semester. ~~Credit/No Credit only.~~ May be repeated for credit (9 semester credit hours maximum). Instructor consent required. ([1-9]-0) R<br><br>**repeat reason**<br><br>as topics vary<br><br>**show fields: mech4v98.7**<br><br>• **cat_repeat_units:** 9<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** yes_subtitles | phase: approve<br>status: approving<br>audit: 30 | jak120030<br>2021-11-04<br>11:58:30<br>013975<br>audit:<br>-15524.1 m<br>index:<br>-15524.1 m<br>match_fail |

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br>mkt4v90 (r6)<br>mkt4v90.9<br>group_head<br>series_head | MKT 4V90 Marketing Internship (1-3 semester credit hours) This internship course must be directly related to your major in marketing. Students are expected to complete assignments satisfactorily during the semester and complete the online evaluation at the end of the semester. Information related to assignments or evaluation will be available in the course syllabi. Student must meet internship eligibility guidelines available from the internship coordinator. Credit/No Credit only. May be repeated for credit (3 semester credit hours maximum). Instructor consent required. ([1-3]-0) Y<br><br>**request notes**<br><br>Internship to INT comp type (DDC); 3 SCH maximum<br><br>**peoplesoft diff: 013989 2017-08-20 ddc130130**<br><br>MKT 4V90 Marketing Internship (1-3 semester credit hours) This internship course must be directly related to your major in marketing. Students are expected to complete assignments satisfactorily during the semester and complete the online evaluation at the end of the semester. Information related to assignments or evaluation will be available in the course syllabi. Student must meet internship eligibility guidelines available from the internship coordinator. Credit/No Credit only. May be repeated for credit **(6 (3** semester credit hours **maximum over 2 semesters). maximum).** Instructor consent required. ([1-3]-0) Y<br><br>**repeat reason**<br><br>May be repeated for credit when the internship business and/or project is different.<br><br>**show fields: mkt4v90.9**<br><br>• **cat_repeat_units:** 3<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** no_subtitles | phase: approve<br>status: approving<br>audit: 30 | kmd023000<br>2021-11-11 10:05:03<br>013989<br>audit: -1310.7 m<br>index: -1310.7 m<br>match_fail |

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br>obhr4v90 (r6)<br>obhr4v90.9<br>group_head<br>series_head | OBHR 4V90 Management Internship (1-3 semester credit hours) This course is designed to further develop a student's business knowledge through appropriate developmental work experiences in a real business environment. Students are required to identify and submit specific business learning objectives (goals) at the beginning of the semester. At the end of the semester students must prepare an oral presentation, reflecting on the knowledge gained in the work experience. Student performance is evaluated by the work supervisor. Credit/No Credit only. May be repeated for credit (3 semester credit hours maximum). Instructor consent required. ([1-3]-0) S | phase: approve<br>status: approving<br>audit: 30 | kmd023000<br>2021-11-11 10:05:41<br>013993<br>audit: -1273.3 m<br>index: -1273.3 m<br>match_fail |

**request notes**

Internship to INT comp type (DDC); 3 SCH max allowed

**peoplesoft diff: 013993 2017-08-20 ddc130130**

OBHR 4V90 Management Internship (1-3 semester credit hours) This course is designed to further develop a student's business knowledge through appropriate developmental work experiences in a real business environment. Students are required to identify and submit specific business learning objectives (goals) at the beginning of the semester. At the end of the semester students must prepare an oral presentation, reflecting on the knowledge gained in the work experience. Student performance is evaluated by the work supervisor. Credit/No Credit only. May be repeated for credit (6 (3 semester credit hours maximum). Instructor consent required. ([1-3]-0) S

**repeat reason**

May be repeated for credit when the internship business and/or project is different.

**show fields: obhr4v90.9**

- **cat_repeat_units:** 3
- **cat_delivery_method:** deliverymethod_100
- **cat_core:**
- **cat_subtitles:** no_subtitles

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open | edit * <br> obhr4v94 (r4) <br> obhr4v94.5 <br> group_head <br> series_head | OBHR 4V94 Seminar Series in Management (1-3 semester credit hours) Discussion of selected topics and theories in organizational behavior, strategy and international management. May be repeated for credit as topics vary (9 semester credit hours maximum). Instructor consent required. ([1-3]-0) R <br><br> **request notes** <br><br> Per MK, add instructor consent for 2022. <br><br> **peoplesoft diff: 013994 2014-08-24 sxh121431** <br><br> OBHR 4V94 Seminar Series in Management (1-3 semester credit hours) Discussion of selected topics and theories in organizational behavior, strategy and international management. May be repeated for credit as topics vary (9 semester credit hours maximum). **Instructor consent required.** ([1-3]-0) R <br><br> **repeat reason** <br><br> May be repeated for credit when the subtitle/course topic is different. <br><br> **show fields: obhr4v94.5** <br><br> • **cat_repeat_units:** 9 <br> • **cat_delivery_method:** deliverymethod_100 <br> • **cat_core:** <br> • **cat_subtitles:** yes_subtitles | phase: approve <br> status: approving <br> audit: 30 | kmd023000 <br> 2021-11-11 10:05:58 <br> 013994 <br><br> audit: -2530.7 m <br> index: -2530.7 m <br> match_fail |

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br>opre4v90 (r7)<br>opre4v90.13<br>group_head<br>series_head | OPRE 4V90 Supply Chain Management Internship (1-3 semester credit hours) This course is designed to further develop a student's business knowledge through appropriate developmental work experiences in a real business environment. Students are required to identify and submit specific business learning objectives (goals) at the beginning of the semester. At the end of the semester students must prepare an oral presentation, reflecting on the knowledge gained in the work experience. Student performance is evaluated by the work supervisor. Credit/No Credit only. May be repeated for credit (3 semester credit hours maximum). Instructor consent required. ([1-3]-0) S<br><br>**request notes**<br><br>Internship to INT comp type (DDC). Altered course title; 3 SCH max allowed<br><br>**peoplesoft diff: 013996 2019-08-18 mkw150130**<br><br>OPRE 4V90 Supply Chain Management Internship (1-3 semester credit hours) This course is designed to further develop a student's business knowledge through appropriate developmental work experiences in a real business environment. Students are required to identify and submit specific business learning objectives (goals) at the beginning of the semester. At the end of the semester students must prepare an oral presentation, reflecting on the knowledge gained in the work experience. Student performance is evaluated by the work supervisor. Credit/No Credit only. May be repeated for credit (6 (3 semester credit hours maximum). Instructor consent required. ([1-3]-0) S<br><br>**repeat reason**<br><br>May be repeated for credit when the internship business and/or project is different.<br><br>**show fields: opre4v90.13**<br><br>• **cat_repeat_units:** 3<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:**<br>• **cat_subtitles:** no_subtitles | phase: approve<br>status: approving<br>audit: 30 | kmd023000<br>2021-11-11<br>10:09:09<br>013996<br>audit:<br>-1279.8 m<br>index:<br>-1279.8 m<br>match_fail |

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open | edit * <br> phil4v99 (r3) <br> phil4v99.7 <br> group_head <br> series_head | PHIL 4V99 Senior Honors in Philosophy (1-3 semester credit hours) Independent study under a faculty member's direction in fulfillment of the honors capstone requirement. Student will complete a thesis or capstone project following School requirements. Signature of the instructor and secondary reader on proposed project outline required. May be repeated for credit (6 semester credit hours maximum). Prerequisites: PHIL 3321 and instructor consent required. ([1-3]-0) R | phase: approve <br> status: approving <br> audit: 31 | mlg105020 <br> 2021-10-19 13:54:58 <br> 015248 <br> audit: -15534 m <br> index: -15534 m <br> match_fail |

**request notes**

Added PHIL 3321 as prereq to match the prereq of PHIL 4328 (Capstone)

**peoplesoft diff: 015248 2018-08-19 ddc130130**

PHIL 4V99 Senior Honors in Philosophy (1-3 semester credit hours) Independent study under a faculty member's direction in fulfillment of the honors capstone requirement. Student will complete a thesis or capstone project following School requirements. Signature of the instructor and secondary reader on proposed project outline required. May be repeated for credit (6 semester credit hours maximum). ~~Prerequisite: Instructor~~ **Prerequisites: PHIL 3321 and instructor** consent required. ([1-3]-0) R

**repeat reason**

Students can create larger projects and spread the work over two semesters. Using the first attempt as a research semester and the second for finishing the project.

**show fields: phil4v99.7**

- **cat_repeat_units:** 6
- **cat_delivery_method:** deliverymethod_100
- **cat_core:**
- **cat_subtitles:** no_subtitles

# Graduate Courses to be offered in 2022-2023

| COURSE | ARHM | ATEC | BBS | ECS | EPPS | IS | JSOM | NSMT | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| **Additions** | | | | | | | | 1 | **1** |
| **Removals** | | | | | | | | | |
| **Edits** | | | | 5 | | | | | |
| **Total** | | | | 5 | | | | 1 | 6 |
| Repeatable | | | | 5 | | | | | 5 |
| Hybrid | | | | | | | | | |

| Addition | | | | | | | | |
|---|---|---|---|---|---|---|---|
| **ARHM** | **ATEC** | **BBS** | **ECS** | **EPPS** | **IS** | **JSOM** | **NSM** |
| | | | | | | | GEOS 6394 |

| Edit | | | | | | | | |
|---|---|---|---|---|---|---|---|
| **ARHM** | **ATEC** | **BBS** | **ECS** | **EPPS** | **IS** | **JSOM** | **NSM** |
| | | | | | | | |

| + Repeatable | | | | | | | | |
|---|---|---|---|---|---|---|---|
| **ARHM** | **ATEC** | **BBS** | **ECS** | **EPPS** | **IS** | **JSOM** | **NSM** |
| | | | MECH 5V95<br>MECH 6V29<br>MECH 6V49<br>MECH 6V69<br>MECH 6V89 | | | | |

| Inactivation | | | | | | | | |
|---|---|---|---|---|---|---|---|
| **ARHM** | **ATEC** | **BBS** | **ECS** | **EPPS** | **IS** | **JSOM** | **NSM** |
| | | | | | | | |

| Online/Hybrid | | |
|---|---|---|
| **ARHM** | **ATEC** | **BBS** |
| | | |

| Legend | | | |
|---|---|---|---|
| * | New as repeatable | # | Update made to repeat |
| = | Renumber – no additional info required | ~ | Reinstate – no additional info required |
| + | Table contains additions & edits only | @ | New as Online/Hybrid Course |

| Edit – Only change was the addition of the "Additional prerequisites may be required" statement requested by RO | | | | | | | | |
|---|---|---|---|---|---|---|---|
| **ARHM** | **ATEC** | **BBS** | **ECS** | **EPPS** | **IS** | **JSOM** | **NSM** |
| | | | MECH 5V95<br>MECH 6V29<br>MECH 6V49<br>MECH 6V69<br>MECH 6V89 | | | | |

Click on any course number above to see a PDF of that course.

This report contains only New and Repeat courses. The rest open on the Registrar's Intranet. A NetID and password are all that is required to login.

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br>geos6394<br>(r5)<br>geos6394.6<br>group_head<br>series_head | GEOS 6394 Time-lapse Seismology (3 semester credit hours) Theory and application for methods of time-lapse monitoring of subsurface changes using seismic waves. Topics include time-lapse rock and fluid physics properties, fluid flow, pressure, temperature and stress changes. Applications include reservoir monitoring, hydrocarbons, groundwater, CO2 injection, earthquakes, ambient seismic noise, and the near-surface environment. Prerequisite: GEOS 6392 or instructor consent required. (3-0) R | phase: approve<br>status: approving<br>audit: 28 | ddc130130<br>2021-11-03 11:04:45<br>005860<br>audit: -3013.8 m<br>index: -3013.8 m<br>match_fail |

**request notes**

New Course added per dept. Number was previously used but has been inactive for 10years. Removed consent and updated prereq phrase per dept.

**peoplesoft diff: 005860 1988-12-20**

**GEOS 6394 Time-lapse Seismology (3 semester credit hours) Theory and application for methods of time-lapse monitoring of subsurface changes using seismic waves. Topics include time-lapse rock and fluid physics properties, fluid flow, pressure, temperature and stress changes. Applications include reservoir monitoring, hydrocarbons, groundwater, CO2 injection, earthquakes, ambient seismic noise, and the near-surface environment. Prerequisite: GEOS 6392 or instructor consent required. (3-0) R**

**show fields: geos6394.6**

- **cat_repeat_units:** 3
- **cat_delivery_method:** deliverymethod_100
- **cat_core:** *null*
- **cat_subtitles:** no_subtitles

## GEOS 6394 - New Course Additional Information

| | |
|---|---|
| **Prefix** | GEOS |
| **Number** | 6394 |
| **Year Min** | 2022 |
| **School** | nsmt |
| **Dept** | nsmtgeos |
| **Curriculum_Fit** | elective |
| **Is Replacement** | replace_no |
| **Replaces** | - |
| **Similar To** | - |
| **Reasoning** | na |
| **Requestor** | Stern |
| **Preparer** | Climer |
| **Create_DateTime** | 11/3/2021 11:04:45 |
| **Create_NetID** | ddc130130 |

RETURN TO MAIN MENU

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open | edit * <br> mech5v95 <br> (r6) <br> mech5v95.12 <br> group_head <br> series_head | MECH 5V95 Topics in Mechanical Engineering (1-9 semester credit hours) Selected topics in mechanical engineering are covered in organized lectures. May be repeated for credit as topics vary (9 semester credit hours maximum). Additional prerequisites may be required depending on the specific course topic. ([1-9]-0) R <br><br> **request notes** <br><br> 2/1/21: Changing funding to allow more student enrollment. Updated to reflect potential change of course requirements as topics vary. 11-4-21JK <br><br> **peoplesoft diff: 014561 2021-08-22 ddc130130** <br><br> MECH 5V95 Topics in Mechanical Engineering (1-9 semester credit hours) Selected topics in mechanical engineering are covered in organized lectures. May be repeated for credit as topics vary (9 semester credit hours maximum). **Additional prerequisites may be required depending on the specific course topic.** ([1-9]-0) R <br><br> **repeat reason** <br><br> The course is repeatable because topics vary. The course is not to exceed 9 semester credit hours because organized courses are available to fulfill requirements of degree plan. <br><br> **show fields: mech5v95.12** <br><br> • **cat_repeat_units:** 9 <br> • **cat_delivery_method:** deliverymethod_100 <br> • **cat_core:** *null* <br> • **cat_subtitles:** yes_subtitles | phase: approve <br> status: approving <br> audit: 31 | jak120030 <br> 2021-11-04 11:58:52 <br> 014561 <br><br> audit: -3010.9 m <br> index: -3010.9 m <br> match_fail |

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open | edit * <br> mech6v29 <br> (r6) <br> mech6v29.13 <br> group_head <br> series_head | MECH 6V29 Special Topics in Dynamic Systems and Control (1-6 semester credit hours) Selected advanced topics in controls and dynamic systems are covered in organized lectures. May be repeated for credit as topics vary. Additional prerequisites may be required depending on the specific course topic. (9 semester credit hours maximum). ([1-6]-0) R <br><br> **request notes** <br><br> Correcting course name for uniformity. Updated to reflect potential change of course requirements as topics vary. 11-4-21JK <br><br> **peoplesoft diff: 013712 2017-08-20 ddc130130** <br><br> MECH 6V29 Special Topics in Dynamic Systems and Control (1-6 semester credit hours) Selected advanced topics in controls and dynamic systems are covered in organized lectures. May be repeated for credit as topics ~~vary~~ **vary. Additional prerequisites may be required depending on the specific course topic.** (9 semester credit hours maximum). ([1-6]-0) R <br><br> **repeat reason** <br><br> The course is repeatable because topics vary. The course is not to exceed 9 semester credit hours because organized courses are available to fulfill requirements of degree plan.n. <br><br> **show fields: mech6v29.13** <br><br> • **cat_repeat_units:** 9 <br> • **cat_delivery_method:** deliverymethod_100 <br> • **cat_core:** *null* <br> • **cat_subtitles:** yes_subtitles | phase: approve <br> status: approving <br> audit: 31 | jak120030 <br> 2021-11-04 11:59:18 <br> 013712 <br><br> audit: -3004.1 m <br> index: -3004.1 m <br> match_fail |

| req type<br>course<br>req_id | catalog<br>course<br>description | request<br>status | request<br>metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br>mech6v49<br>(r5)<br>mech6v49.11<br>group_head<br>series_head | MECH 6V49 Special Topics in Manufacturing and Design Innovation (1-6 semester credit hours) Selected advanced topics in manufacturing and design innovation are covered in organized lectures. May be repeated for credit as topics vary (9 semester credit hours maximum). Additional prerequisites may be required depending on the specific course topic. ([1-6]-0) R<br><br>**request notes**<br><br>Updated to reflect potential change of course requirements as topics vary. 11-4-21JK<br><br>**peoplesoft diff: 013711 2014-08-24 ddc130130**<br><br>MECH 6V49 Special Topics in Manufacturing and Design Innovation (1-6 semester credit hours) Selected advanced topics in manufacturing and design innovation are covered in organized lectures. May be repeated for credit as topics vary (9 semester credit hours maximum). **Additional prerequisites may be required depending on the specific course topic.** ([1-6]-0) R<br><br>**repeat reason**<br><br>The course is repeatable because topics vary. The course is not to exceed 9 semester credit hours because organized courses are available to fulfill requirements of degree plan.<br><br>**show fields: mech6v49.11**<br><br>&bull; **cat_repeat_units:** 9<br>&bull; **cat_delivery_method:** deliverymethod_100<br>&bull; **cat_core:** *null*<br>&bull; **cat_subtitles:** yes_subtitles | phase: approve<br>status: approving<br>audit: 31 | jak120030<br>2021-11-04 12:00:59<br>013711<br><br>audit: -3010.5 m<br>index: -3010.5 m<br>match_fail |

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open | edit * [mech6v69](#) (r5) mech6v69.11 group_head series_head | MECH 6V69 Special Topics in Mechanics and Materials (1-6 semester credit hours) Selected topics in mechanics and materials are covered in organized lectures. May be repeated for credit as topics vary (9 semester credit hours maximum). Additional prerequisites may be required depending on the specific course topic. ([1-6]-0) R | phase: approve<br>status: approving<br>audit: 31 | jak120030 2021-11-04 12:01:23 013710 audit: -2981.5 m index: -2981.5 m match_fail |

In the request status column:

**request notes**

Updated to reflect potential change of course requirements as topics vary. 11-4-21JK

**peoplesoft diff: 013710 2014-08-24 ddc130130**

MECH 6V69 Special Topics in Mechanics and Materials (1-6 semester credit hours) Selected topics in mechanics and materials are covered in organized lectures. May be repeated for credit as topics vary (9 semester credit hours maximum). Additional prerequisites may be required depending on the specific course topic. ([1-6]-0) R

**repeat reason**

The course is repeatable because topics vary. The course is not to exceed 9 semester credit hours because organized courses are available to fulfill requirements of degree plan.

**show fields: mech6v69.11**

- **cat_repeat_units:** 9
- **cat_delivery_method:** deliverymethod_100
- **cat_core:** *null*
- **cat_subtitles:** yes_subtitles

| req type course req_id | catalog course description | request status | request metadata | actions |
|---|---|---|---|---|
| 2022-open | edit *<br><br>mech6v89<br>(r5)<br><br>mech6v89.11<br><br>group_head<br>series_head | MECH 6V89 Special Topics in Thermal and Fluid Sciences (1-6 semester credit hours) Selected advanced topics in thermal and fluid sciences are covered in organized lectures. May be repeated for credit as topics vary (9 semester credit hours maximum). Additional prerequisites may be required depending on the specific course topic. ([1-6]-0) R<br><br>**request notes**<br><br>Updated to reflect potential change of course requirements as topics vary. 11-4-21JK<br><br>**peoplesoft diff: 013709 2014-08-24 ddc130130**<br><br>MECH 6V89 Special Topics in Thermal and Fluid Sciences (1-6 semester credit hours) Selected advanced topics in thermal and fluid sciences are covered in organized lectures. May be repeated for credit as topics vary (9 semester credit hours maximum). **Additional prerequisites may be required depending on the specific course topic.** ([1-6]-0) R<br><br>**repeat reason**<br><br>The course is repeatable because topics vary. The course is not to exceed 9 semester credit hours because organized courses are available to fulfill requirements of degree plan.<br><br>**show fields: mech6v89.11**<br><br>• **cat_repeat_units:** 9<br>• **cat_delivery_method:** deliverymethod_100<br>• **cat_core:** *null*<br>• **cat_subtitles:** yes_subtitles | phase: approve<br>status: approving<br>audit: 31 | jak120030<br>2021-11-04 12:01:51<br>013709<br><br>audit: -2981.4 m<br>index: -2981.4 m<br>match_fail |

**Proposed Minor Program Form**
**Title:** Religious Studies Minor
**School:** Arts and Humanities

**Administrative Unit:** History and Philosophy Track

**Contact Information:** Matthew J. Brown <mattbrown@utdallas.edu>

**Date of Request:** September 2021

**Implementation Date:** Fall 2022

**Introduction/Description:** Religious Studies concerns the academic study of religion—religious practices, institutions, and belief systems. Religion is one of the most ancient and significant of social and cultural formations. Religious Studies examines religion not only from a systematic perspective, but also from historical, contextual, and cultural ones. This minor builds on existing strengths in the School and a small number of new courses to be taught by existing staff.

**Academic Focus of the Minor:** Religious Studies at UT Dallas is an interdisciplinary field of study involving faculty with primary expertise in history, philosophy, religion, literary and cultural studies, and social sciences. In addition to a diversity of disciplinary and methodological backgrounds, Religious Studies at UT Dallas has a global focus, treating major religious traditions from around the world, including Judaism, Christianity, Islam, Hinduism, Buddhism, Daoism, Humanism, and others. The interdisciplinary focus of the minor is reflected in the fact that many of the courses are cross-listed.

**Job Market for the Minor:** Studying religion offers a window into the governing logics of over 85% of the world's population. Religious Studies students understand the past and present cultures of the world while learning how to read closely, think critically, and communicate clearly. These exercises directly develop marketable skills including research competencies, knowledge of ethical standards, ability to work with diverse populations, multicultural competence, experience analyzing problems from different perspectives, and a habit of interpreting data critically. Religious Studies is directly relevant for a variety of fields including those in policy development and implementation, stakeholder relations, community development, international affairs, governance and law, healthcare, education, marketing, therapy and self-enrichment, communications, recruiting, human resources, chaplaincy, and more.

According to the U.S. Bureau of Labor Statistics, the projected employment of clergy is expected to grow 4% between 2019 and 2029. In that same time span, jobs for directors of religious activities and education as well as other religious workers are expected to grow by 3%. Jobs for

community/social service specialists are expected to grow 12%. Counselors are looking at a 13% projected growth and marriage and family therapists are looking at a 22% growth.

**Number of Required Semester Credit Hours:** 18 (9 upper-level)

**Course requirements for the Minor:**
*Existing courses are listed first.*
*Courses marked with an * are new courses being proposed if minor is approved.*

RELS 1302 Introduction to World Religions (TCCNS: PHIL 1304)
RELS 1325 (PHIL 1305) Introduction to Philosophy of Religion (TCCNS: PHIL 2321)
RELS 2314 Introduction to Islam
RELS 2316 Introduction to Christianity
RELS 2318 Introduction to Buddhism
RELS 3315 (PHIL 3353) Atheism, Secularism, and Humanism
RELS 3316 Christian Texts and Traditions
RELS 3331 (HIST 3364) History of American Religion
RELS 3332 (HIST 3363) Religion and Politics in Early America
RELS 3351 (HUMA 3351) Introduction to Islamic Culture
RELS 3358 Contexts: Asian Religion in Literature
RELS 3363 (AHST 3313) Medieval Art
RELS 3365 (AHST 3315) Renaissance Art and Architecture
RELS 3366 (AHST 3316) Baroque Art and Architecture
RELS 3373 (SOC 3333) Religion in Society
RELS 4332 (HIST 4363) Race in American Religion
RELS 4333 (HIST 4342) Islamic Law & Society
RELS 4334 (HIST 4343) Islamic Feminism
RELS 4435 (HIST 4349) Jewish History
RELS 4375 (SOC 4388) Religions in Global Societies
RELS 4390 Topics in Religious Studies
PHIL 3357 Confronting Death
PSY 4325 Death and Dying

RELS 2312 Introduction to Judaism*
RELS 2317 Introduction to Hinduism*
RELS 4315 Sufism in Islam*
HIST 33XX/RELS 3333 History of the Black Church*
HIST 33XX/RELS 3335 The Age of Reform*
THEA 33XX/RELS 3368 Ritual Studies*
THEA 43XX/RELS 4368 Shamans, Healers, and Diviners*

**Faculty/Staffing (assign each course to a faculty member):**
*For the most part, the staffing for the minor does not involve any reassignment of teaching obligations, only the cross-listing of courses already offered or the creation of new course numbers that fall within existing duties. Faculty whose teaching duties will shift as a result of the minor are marked with a †. In most cases these shifts are on the order of 12.5% time (1 course every 2 years) or less.*

Rosemary Admiral, PhD: RELS 4333, RELS 4334
Andy Amato, PhD: RELS 1325, RELS 3317
Zafar Anjum, PhD: RELS 2314, RELS 3351, RELS 4315
Ashley Barnes, PhD: RELS 4390
†Matthew J. Brown, PhD: RELS 3315
Jill Cook, M.S.: PSY 4325
Katherine Davies, PhD: PHIL 3357
Mike Farmer, PhD: RELS 4390
†Megan Gray Hering, M.Div: RELS 2316, RELS 3316
Kimberly Hill, PhD: RELS 3333, RELS 3335, RELS 4332
†Carol Cirulli Lanham, Ph.D.: RELS 3373, RELS 4375
†David Patterson, PhD: RELS 2312, RELS 4435
Debra Pfister, PhD: RELS 4435
Songyao Ren, PhD: RELS 2318
†Thomas Riccio, MFA: RELS 3368, RELS 4368
Mark Rosen, PhD: RELS 3363, RELS 3365, RELS 3366
Eric Schlereth, PhD: RELS 3332
†Sabrina Starnaman, PhD: RELS 2318, RELS 3358
†Ben Wright, PhD: RELS 3331

**Additional Information:**

**Estimate of New Content**
The impetus for this minor and the associated new courses comes from a multidisciplinary group of faculty in history, philosophy, literature, languages, holocaust studies, arts, and sociology with a shared interest in the study of religion. The majority of courses (both proposed and added in 2021 with the new RELS course prefix) are cross-listed with an establish classes that were already being offered that are simply cross-listed with the new prefix, those previously taught under Topics numbers that are being given their own course numbers, and modified versions of classes previously offered as graduate courses that are being adapted to suit the undergraduate level. None of these is a substantive change or addition to our current curriculum.

The only exceptions to this concern (1) RELS 1302 Introduction to World Religions and (2) the 2000-level Introduction classes to specific religious traditions. (1) has not been offered at UT Dallas, but is commonly taught in Texas in departments of Philosophy (or in combined departments of Philosophy and Religious Studies). We are offering our first two classes under (2) this year, RELS 2314 Introduction to Islam in Fall 2021, taught by the same instructor who teaches the cultural studies class, RELS 3351 (HUMA 3351) Introduction to Islamic Culture, and RELS 2316 Introduction to Christianity in Spring 2022, taught by an Assistant Dean in Arts & Humanities who has an M.Div. The other courses in this category (existing or proposed) are intended to be taught by existing faculty with relevant expertise, with the exception of RELS 2317 Introduction to Hinduism. In the short term, we are considering hiring a part-time instructor to offer RELS 1302 and 2317, to gauge whether there is sufficient demand for hiring to support either area; if we continue to offer these courses, they would be taught by a new hire with their primary appointment in history, philosophy, or literature as appropriate.

**Academic Demand for the Minor**

Given the various job markets above that are available to Religious Studies Minors, and given the fact that Majors in academic fields that are related to these job markets, both in the School of Arts and Humanities and other UTD Schools, would benefit professionally from the Religious Studies Minor, it lends itself to their educational and career interests.

In Fall 2021, A&H offered its first 4 courses under the new RELS course prefix. 61 students signed up for RELS-numbered courses, despite the fact that these courses do not count towards a minor or any degree program or in most cases (except RELS 1325/PHIL 1305) towards the core. Counting enrollment in courses cross-listed with RELS, the total enrollment was 275 (across 4 courses, 3 of which were cross-listed).

UT Dallas has more than 50 active religious student organizations, including large groups for Christian, Muslim, and Atheist/Skeptic/Humanist students. Additionally, students are connected with A&H centers that offer religious studies courses (Ackerman Center for Holocaust Studies, Center for Values, and Center for Asian Studies).

Furthermore, most of the courses for this minor have already been taught with enrollment at full or nearly full, indicating student interest in this subject. This minor and the associated new prefix organize the courses so that the students who are interested in the topic, and who are enrolling in these courses, can easily identify the other religious studies courses and delve deeper in their studies.

As a kind of barometer of student interest, a one-question survey was sent to some students to gauge their interest in this minor. Of the 83 students who responded 64 students indicated that they were "extremely interested" or "somewhat interested" in the minor. One of the students was so excited about the minor that he emailed back with the following statement:

> "As someone who has an interest in many different subjects, it has been difficult to choose a minor. However, I would have definitely chosen Religious Studies if it had been available." - History major, junior

Some alumni even voiced their support of this minor:

> "As a freshman in engineering, I was challenged by my humanities professor to not just get a degree, but an education. I would have loved a religious studies minor as a structured way to help me become both an engineer and someone well educated in an area deeply important to me." - Mechanical Engineering alum, class of 2019

> "During my time at UTD, I would have loved the opportunity to take classes for a Religious Studies minor. College was such a great time for broadening horizons and understanding more about various worldviews-- the chance to learn in an academic setting from an instructor alongside other interested students would have been an invaluable asset to me and to my peers." - ATEC alum, class of 2016

"As a graduate of the School of Arts and Humanities at UT Dallas, I would have been very interested in a Religious Studies minor. Many of the classes I completed engaged with the history and literature of various religious traditions and I firmly believe a Religious Studies minor would have provided an excellent supplement to my degree." - History alum, undergraduate class of 2013 and graduate class of 2015

**The University of Texas at Dallas**
**Substantive Change Determination Form**

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This form is used to provide faculty and administrators with documentation when proposing new academic programs (degrees and/or certificates) and administrative and/or curriculum changes to existing programs. This form will be used as a determination form by conducting a systematic internal evaluation of the proposed change based on the Southern Association of Colleges and Schools Commissions on Colleges (SACSCOC) *Substantive Change Policy and Procedures* along with UT Dallas Substantive Change – UTDPP1094.

The following proposal / request has been submitted for review with the attached forms (see UTD Academic Forms) pending final approval from UTDs governance committees.
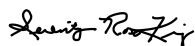
**Religious Studies Minor (18 SCH)**

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(Title of Requested Proposal / Change; attached appropriate forms and/or memo:  Yes**_xx_** No__)

The SACSCOC Liaison has reviewed the proposal / request in accordance with the SACSCOC Substantive Change Policy Procedures and has determined that approval/notification is_____   **is not_xx_**   necessary based on the following reason(s):

The minor in religious studies, under the CIP Code of 38.0001 Philosophy and Religious Studies, General, is not a significant departure for UT Dallas' academic programs. UT Dallas currently offers BA in Philosophy, CIP Code of 38.0101. Further, the percentage of new content is calculated by dividing the total requirements (120 SCH minus 42 SCH in general education/core curriculum (18 / 78 = 23%) which is below the 50% significant departure reporting threshold per SACSCOC's substantive change policy. Additionally, there are 22 existing courses with the RELS prefix with a request to add seven (7) new courses. Also, notification is not required for a minor in accordance with SACSCOC's substantive change policy.

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Signed:


*Serenity Rose King*                                                                    11-15-21
Serenity Rose King, PhD                                                          Date
Associate Provost for Policy and Program Coordination
SACSCOC Accreditation Liaison


*The original copy is maintained in the Office of Programs, Accreditation, and Assessment. Signed copies are forwarded to the Dean's Office, the Dean of Undergraduate Education or the Dean of Graduate Education as appropriate, and a copy to the Associate Dean of Undergraduate Education or Associate Dean of Graduate Education, depending on the level of request.*

ITEM #7D

# Policy on Procedures for Completing a Graduate Degree - UTDPP1052

## Policy Statement

1. PROGRAM OF STUDIES: Each student admitted to a Graduate Program will have a specific program of studies, outlined in the current graduate catalog that is agreed to in consultation with the appropriate committee, graduate advisor or administrator for that degree program. Students enrolled in Master's degree programs must have a completed "Program of Studies/Degree Plan" filed in and approved by the Office of the Dean of Graduate Education prior to the student's registration for his or her 19th semester credit hour in the degree program. The form will be completed and revised, if necessary, each semester under the guidance of the student's graduate advisor. For each student enrolled in a doctoral degree program, the academic advisor in consultation with the student, will prepare and submit a completed and updated "Milestones Agreement Form" annually to the office of the Dean of Graduate Education. The completed form will define academic milestones and timeline required to earn the doctoral degree and the progress being made by the student in meeting each requirement.
   1. Exception: Common Master's Program: In those Graduate Programs where a common program of studies is prescribed for all Master's students, differing only in elective courses comprising less than one-third of the total required degree semester credit hours, the Graduate Program can file a model "Program of Studies" with the Office of the Dean of Graduate Education. Any student wishing to deviate from that approved model Program of Studies must file an Individual Program of Studies developed and approved by the appropriate committee or administrator for that program prior to the student's registration for his or her 19th degree semester hour taken at UT Dallas.
   2. Exception: Common Doctoral Core: In those Graduate Programs where a common doctoral core is prescribed for all students, differing only by the area of specialization chosen, the Graduate Program can file a model "Program of Studies" with the Office of the Dean of Graduate Education. Any student wishing to deviate from that approved model Program of Studies must file an Individual Program of Studies developed and approved by the appropriate committee or administrator for that program prior to the student's registration for his or her 50th degree semester hour taken at UT Dallas.
   3. Additional Master's Degrees: Students wishing to earn additional Master's degrees at UT Dallas must develop an approved Program of Studies through the Program offering that degree prior to enrolling in additional courses. The only limitation is that more than one-half of the semester credit hours for any master's degree earned at UT Dallas must be satisfied by new coursework. Additional credits may be accepted from the previous degree upon the approval of the Dean of Graduate

Education. In no case will credits counted for a previous degree be allowed to exceed one-half the total hours required for the additional Master's degree program.

4. Graduation Under a Particular Catalog: Provided the requisite courses continue to be offered, the student is bound by the course work requirements of the catalog in force at the time of admission, within a six-year limit for the completion of the Master's degree and ten years for the doctoral degree. With the approval of the Dean of Graduate Education the student may elect to be bound by the catalog in force at the time the student applies for graduation. This regulation applies to specific course work and the number of semester credit hours for the academic degrees set forth in the catalog. All other requirements will change or be continued with the issuance of new graduate catalogs.

2. TRANSFER CREDIT: To qualify for transfer credit, the grade earned in the course must be a B or better and the course must not be a correspondence, extension or pass/fail course. UT Dallas awards academic credit for non-credit coursework not originating from the institution only in instances in which signed agreements are on file as outlined in the Graduate Catalog. Petitions for transfer of credit must be prepared by the Graduate Program and submitted for approval by the program faculty and the School Associate Dean of Graduate Studies. Petitions may be approved at the time of the student's first enrollment; however, no actual acceptance of transfer credit will occur until after the student has completed 9 semester credit hours of courses at UT Dallas with a grade point average of at least 3.0. Petitions for transferring courses taken before enrolling as a graduate student at UT Dallas must be submitted prior to filing the Program of Studies. Petitions for transfer credit must be accompanied by a copy of the student's transcript showing the course(s) in question.

   1. No more than 25% of the total requirement of a Master's degree may be transfer credits. Some degree programs have more restrictive transfer of credit requirements.
   2. Doctoral Degree: A Master's degree or its equivalent may be transferred from another university for up to 36 semester hours of credit towards a doctoral degree.
   3. Non-Degree Students: No more than 15 semester credit hours taken as a Non-Degree Student may be subsequently transferred to a degree program at UT Dallas. No petition is necessary for any of this coursework to be included in a student's Program of Studies.
   4. Exceptions: Exceptions to these transfer policies may be granted only on petition to the Dean of Graduate Education. Such a petition could be for the program of an individual student or for the model Program of Studies (See "Exceptions" on page 1 of this policy).

3. DEGREE REQUIREMENTS: The student will complete the course work degree requirements when he or she completes the previously filed program of studies with acceptable grades.

   1. Required Semester Credit Hours: The minimum required semester credit hours in a Program of Studies required for the degree will be those shown in the catalog applicable to the student at the time of his or her admission or readmission to the program. In no case will a student be allowed to graduate with less than 30

approved graduate semester credit hours (including approved graduate transfer credit hours) for the Master's degree.

2. Required Grade Point Average: In order to qualify for graduation, students must maintain a 3.0 grade point average in their degree program's core courses. However, individual programs may have more stringent grade point requirements in selected courses, which must be satisfied for graduation. The minimum acceptable University grade point average for graduation is 3.0 for all graduate courses taken at UT Dallas. Students changing graduate programs may petition the Graduate Dean to qualify for graduation if their cumulative grade point average is below a 3.00.

3. Research Involving Animal or Human Subjects
    1. Research Involving the Use of Animals (UTDPP1014): Any student who intends to conduct research, (whether funded or not funded) which would involve animals must obtain permission from the Institutional Animal Care and Use Committee (IACUC). Permission to use an animal in research must be obtained prior to ordering, bringing to campus or housing on campus an animal. The required form to request approval may be obtained from the Office of Research Compliance.
    2. Research Involving Human Subjects (UTDPP1035): Any student who intends to conduct research, on or off campus, in partial or complete fulfillment of a course requirement, thesis or dissertation, which would involve human beings as subjects must obtain permission, prior to undertaking the research, from the University's Institutional Review Board for the Protection of Human Subjects (IRB). Any research activity, including but not limited to surveys, questionnaires, interviews, standardized and non-standardized tests, and/or simple research experiments, which include the participation of human beings, regardless of age of participant, must have approval from the IRB. The required forms to request approval may be obtained from the Office of Research Compliance.

4. Admission to Doctoral Candidacy: The research potential and ability of each doctoral student to both understand and integrate coursework and relevant scholarship will be evaluated before a student can be admitted formally to doctoral candidacy. The format of this evaluation, hereafter referred to as a qualifying examination, varies amongst the degree programs, and can be obtained from the student's Graduate Program Office. A student failing the Qualifying Examination is terminated as a doctoral student in that program unless a two-thirds majority of the examining committee vote that a second examination be permitted. All committee members should have all the evidence of the student's academic record and Qualifying Examination performance prior to this vote. The second must be taken no sooner than two months after the student receives the written results of the first examination, and no later than one year after the first examination. Students failing the second examination will not be allowed to pursue a doctoral degree in that program. **Under no circumstances will a third examination be allowed**. The student will have advanced to candidacy when the student has

1. passed the qualifying examination,
2. been assigned an approved Supervising Committee, and
3. satisfied any other Program or School candidacy requirements.: Candidacy must be achieved before a student is eligible to enroll in dissertation courses.

4. THESIS AND DISSERTATION REQUIREMENT
   1. Outcome of the Thesis or Dissertation:
      1. Dissertation: The dissertation must demonstrate an independent research competence on the part of the candidate that substantially adds to knowledge in the candidate's field with respect either to its intellectual substance or professional practice. The dissertation should be of such standard as to warrant publication in peer reviewed journals or scholarly books or monographs or equivalent.
      2. Master's Thesis: The Master's thesis should integrate relevant scholarship and demonstrate research competence, including the potential to add to knowledge in the student's field with respect to either its intellectual substance or professional practice.
      3. MFA Thesis: The MFA thesis project must demonstrate aesthetic and technical competence that integrates coursework and demonstrates an intellectual synthesis of the work in context. The MFA thesis project, as the culminating project of a terminal degree, should be of such standard as to warrant individual exhibition, festival screening, or the equivalent.
   2. Dissertation Proposal: Content: The Dissertation Proposal should be prepared by the student in consultation with the student's Supervising Committee. The proposal should include:
      1. A tentative title of the dissertation describing the topic as accurately and briefly as possible.
      2. The background of the research, the hypotheses to be tested or concepts to be explored, and the methodology to be employed. It should also address the relationship of the proposed work to existing work in the field, at UT Dallas or elsewhere, its intended outcome, and its contribution to the field.
      3. A schedule of the remaining research activities, including major completion milestones.
      4. A set of up to five "key words" to assist in establishing the Data Base on Theses and Dissertations.
   3. Dissertation Proposal: Approval: The proposal should be prepared by the student in consultation with the student's Supervising Professor, who will approve the document before its submission to the appropriate committee or administrator for that Department or Program. After its approval at the Department, Program, School, or Interdisciplinary Degree Committee level, the proposal will then be forwarded to the Dean of Graduate Education, together with the Department's or Program's nominations for Supervising Professor and members of the Supervising Committee and the anticipated time of completion. To allow the Supervising Committee the opportunity to guide the development of the project, the Dissertation Proposal must be approved in a semester prior to the one in which the Final Oral Examination will be held.

4. Supervising Committee: General: The recommended Supervising Committee for the student is submitted by the appropriate committee or administrator for that Department or Program to the Dean of Graduate Education for approval. Subsequent changes in membership must also be subject to approval by the appropriate committee or administrator for that Department or Program, and in, turn the Dean of Graduate Education. Individuals qualified for service on the Supervising Committee will be voting members of the General Faculty (as defined by The University of Texas at Dallas *Handbook of Operating Procedures*), Adjunct Faculty, Clinical Faculty, Professors of Instruction, Professors of Practice, Distinguished Scholars in Residence, Emeritus Faculty, Research Professors, Research Scientists, Senior Lecturers, or Visiting Faculty who hold the highest earned degree in the field or fields concerned or exhibit an equivalent record of accomplishment. In addition to the Master's and doctoral degree membership composition as defined in sections 4 and 5 below, additional members outside the General Faculty may serve with the special approval of the Dean of Graduate Education. Members of the Supervising Committee will also be members of the Examining Committee. (*In the case of Adjunct Faculty, a General Faculty member will be appointed to co-chair the Supervising Committee).

5. Supervising Committee: Master's Degree with Thesis: Appointment of a Master's thesis Supervising Committee consisting of at least three members is a function of the degree program expected to confer the student's degree. Additional members may be appointed. All appointments must be approved by the Dean of Graduate Education. The appropriate committee or administrator of the program in consultation with the student, will nominate:

    1. the Chair, who serves as the supervisor of the research, will ordinarily be a voting member of the General Faculty holding the rank of Professor, Associate Professor, or Assistant Professor. Adjunct Faculty, Clinical Faculty, Professors of Instruction, Professors of Practice, Distinguished Scholars in Residence, Emeritus Faculty, Research Professors, Research Scientists, Senior Lecturers, or Visiting Faculty who hold the highest earned degree or exhibit an equivalent record of accomplishment in the field or fields of the research or aesthetics may be appointed as Chair if he/she receives a 2/3 majority recommendation of the Professors of the academic discipline and approval of the Academic Dean of the School offering the degree.
    2. at least two voting members of the General Faculty from the graduate degree program expected to confer the student's degree; and
    3. if necessary, a third representative appointed by the appropriate committee or administrator for that discipline.

    Any school varying from the above procedures in constituting Supervising Committees must have had prior approval from the Dean of Graduate Education.

6. Supervising Committee: Doctoral Degree: Appointment of a Doctoral dissertation Supervising Committee consisting of at least four members is a function of the

degree program expected to confer the student's degree. Additional members may be appointed. All appointments must be approved by the Dean of Graduate Education. The appropriate committee or administrator of the program, in consultation with the student, will nominate:

1. the Chair, who serves as the supervisor of the research, will ordinarily be a voting member of the General Faculty holding the rank of Professor, Associate Professor, or Assistant Professor. Adjunct Faculty, Clinical Faculty, Professors of Instruction, Professors of Practice, Distinguished Scholars in Residence, Emeritus Faculty, Research Professors, Research Scientists, Senior Lecturers, or Visiting Faculty who hold the highest earned degree or exhibit an equivalent record of accomplishment in the field or fields of the research or aesthetics may be appointed as Chair if he/she receives a 2/3 majority recommendation of the Professors of the academic discipline and approval of the Academic Dean of the School offering the degree.
2. not less than three voting members of the General Faculty, from the graduate degree program expected to confer the student's degree; and
3. if necessary, a fourth representative appointed by the appropriate committee or administrator for that discipline.

Schools varying from the above procedures in constituting Supervising Committees must have had prior approval from the Dean of Graduate Education.

5. SUPERVISION: The Supervising Committee will meet with the candidate soon after the Dean of Graduate Education has approved membership of the Committee. The intention of this initial meeting should be to discuss potential problem areas in the proposal and to establish a procedure that the Committee wishes to adopt to follow the research to a successful conclusion, e.g., the frequency and format of contact between candidate and Committee. The Supervising Committee must meet at least once annually, assess the student's progress, and send a report on that progress to the appropriate committee or administrator for that program and to the Dean of Graduate Education. This report should describe any problems which have the potential to delay the research beyond its anticipated completion date. A copy of this report must also be sent to the student. The student can request a meeting of the Supervising Committee through a written request to the appropriate committee or administrator for that program. The appropriate committee or administrator for that program will be responsible for convening such a meeting, generally within two weeks of the student's request, unless this timing is impossible owing to the absence of the Supervising Professor. No more than one student-initiated meeting can be called within an academic year. Provision for coverage of leaves of absence of either students or committee members will have been discussed at the initial meeting of the Supervising Committee. Any arrangements for surrogate supervision or changes in the student's plans will be communicated to the appropriate committee or administrator for that program, in writing, with a copy to the Dean of Graduate Education. Because of the relationship between the student and the Supervising Committee, committee members on leave of absence or who have left their positions with the university may be given permission to remain on the committee by the Dean of

Graduate Education. However, they must agree to be active participants in supervisory activities and to be present for the final examination. If this is not possible, the committee member must be replaced and a new member of the General Faculty must be submitted for approval.

1. Manuscript Preparation: Style and format requirements have been established for theses and dissertations prepared at UT Dallas. Prior to submitting manuscripts, candidates should consult the *Dissertation and Thesis Formatting Guide* which can be obtained from http://www.utdallas.edu/dept/graddean/dgIndex.htm.

2. Committee Approval of the Manuscript: Approval of the thesis or dissertation to go forward for examination can only be given after the members have considered the entire manuscript. Members of the committee who do NOT agree that the manuscript is examinable, whether in the majority or not, should inform the Department Head or program administrator immediately, and in writing, so that such objections may be discussed with the Supervising Professor and the candidate.

3. Independent Research Competence: The dissertation must demonstrate an independent research competence on the part of the candidate that substantially adds to knowledge in the candidate's field with respect either to its intellectual substance or professional practice. The dissertation should be of such standard as to warrant publication in peer reviewed journals or scholarly books or monographs or equivalent.

4. Submission of the Final Draft of the Thesis or Dissertation: Once the candidate has, in the judgment of the Supervising Professor, prepared an examinable thesis/dissertation manuscript, it should be distributed to the other members of the Supervising Committee, allowing them a minimum of two weeks to review the document. After reading the document, a majority of the Supervising Committee members must agree that the document is ready to be defended before a request for a Final Oral Examination may be submitted and an examination date scheduled. The Final Oral Examination must be scheduled in at least one semester after the semester in which the Dissertation Proposal was approved. Committee members should ensure that the manuscript is complete, has been rigorously proofread (preferably by a professional proofreader), and meets scholarship standards for theses or dissertations. The student then submits a copy of the dissertation and the Request for Final Oral Examination form, signed with no more than one dissenting vote by the Supervising Committee members to the Office of the Dean of Graduate Education, which shall approve the scheduling of the Final Oral Examination. Members of the committee who do NOT agree that the manuscript is examinable should inform the appropriate committee or administrator for that program immediately, and in writing, so that such objections may be discussed with the Supervising Professor and the candidate. The Final Oral Examination cannot be scheduled until a resolution has been reached with, at most, one dissenting vote.

5. Submission of Final Approved Thesis or Dissertation: Students must submit a final approved, electronic version of their dissertation/thesis to the Office of Graduate Education. An electronic version of the dissertation/thesis will be held by the library and available to the public. An electronic copy may also be

submitted to UMI/ProQuest who will make it publically available in hard copy and on the web. Information about required format and the submission process can be found at https://graduate.utdallas.edu/current_students/dissertation_and_thesis/.

6. FINAL ORAL EXAMINATION
   1. Examining Committee: The Dean of Graduate Education, will appoint the Examining Committee. The membership of the Examining Committee will include all members of the Supervisory Committee plus a non-voting representative appointed by the Dean of Graduate Education. The representative serves as the Chair of the Examining Committee. An examiner external to the University may also be appointed by the Dean of Graduate Education on the recommendation of a member of the Supervising Committee or the candidate.
   2. Conducting the Examination: Formal arrangements, such as time and place for the Final Oral Examination, are made by the appropriate committee or administrator for that program, in consultation with the candidate and the Examining Committee, and with the approval of the Dean of Graduate Education. The examination will be conducted by the Chair of the Dissertation Committee in a manner appropriate to the material presented, and in accordance with current University regulations. The discussion will primarily focus on the candidate's research, although aspects of the general field in which it was conducted may also be covered
   3. Attendance Requirements for the Final Oral Examination:
      1. Final Oral Examinations may be either held in person or remotely.
      2. For in person examinations The the doctoral candidate and all members of the Examining Committee must be physically present on campus for the examination to be valid. If one member of the dissertation committee (aside from the chair) cannot attend in person, a written petition for exemption may be submitted to the Dean of Graduate Education. If a member of the Examining Committee is absent without a written exemption from the Dean of Graduate Education, or if more than one member of the Examining Committee is absent, then the Chair of the Examining Committee shall not hold the defense. The defense shall be rescheduled in consultation with the candidate and the Examining Committee, and with the approval of the Dean of Graduate Education.
      3. For remote examinations, the doctoral candidate and all members of the Examining Committee must attend online. If one member of the dissertation committee (aside from the chair) will be absent from the defense, a written petition for exemption may be submitted to the Dean of Graduate Education. If a member of the Examining Committee is absent without a written exemption from the Dean of Graduate Education, or if more than one member of the Examining Committee is absent, then the Chair of the Examining Committee shall not hold the defense. The defense shall be rescheduled in consultation with the candidate and the Examining Committee, and with the approval of the Dean of Graduate Education.

3. Any examination varying from the above requirements must have had prior approval from the Dean of Graduate Education.

4. The final oral examination shall be conducted in three phases.
    1. Phase I. The candidate will make a formal public presentation of the research at the UT Dallas campus. That presentation is open to the public, and members of the audience may ask questions. The Supervising Professor will chair this phase and supervise the questioning.
    2. Phase II. Following the public presentation, the candidate will be examined by the members of the Examining Committee. This part of the examination is not open to the public. Depending upon the school's policy, other members of the faculty may also attend that part of the examination. This portion of the examination will be chaired by the representative of the Dean of Graduate Education. Video, and/or audio recording is prohibited during this phase of the examination, whether conducted in person or remotely.
    3. Phase III. After the completion of the oral examination, the Examining Committee will vote on the results of the Final Oral Examination The committee will reach agreement on one of the five possible outcomes listed below with no more than one dissenting vote. If the committee cannot reach agreement on one of the options, then the candidate will have failed the oral examination and the manuscript will not be accepted. Video, and/or audio recording is prohibited during this phase of the examination, whether conducted in person or remotely.
        1. Passed the oral examination and manuscript accepted,
        2. Passed the oral examination and manuscript accepted pending specified revisions,
        3. Second oral examination required, but manuscript accepted or accepted with specified revisions,
        4. Major revisions of the manuscript and a second final oral examination required,
        5. Oral examination failed, manuscript not accepted and the committee recommends dismissal from the program.: Following the vote of the Examining Committee, the Dean's representative shall complete the Examination Report, to be forwarded to the Dean of Graduate Education.
5. Procedures concerning Acceptance, Specified and Major revisions, and Failure are as follows:
    1. Accepted - The committee agrees that the dissertation is acceptable either without any revisions, or with minor revisions such as corrections of typographical errors or changes of a minor editorial nature. It is the Supervising Professor's responsibility to ensure that such corrections are made. The final corrected and approved copies of the dissertation must be submitted to the Office of the Dean of Graduate Education within the same semester. If the final approved copy is not submitted within the semester, the results of the examination will be changed to Accepted

Pending Specified Revisions and will be dealt with as specified under that result.

2. Accepted Pending Specified Revisions - The Committee agrees that the dissertation is acceptable pending changes, which may include insertions or deletions. Such changes would be of the kind which do not radically modify the development/argument of the dissertation but which go beyond minor revisions. The practical criterion will be that the committee is able to specify such changes with precision. It is the responsibility of the Supervising committee to certify that all such changes have been made. If the final approved copy is not submitted by the end of the semester following the examination, the results of the examination will be changed to Referred Pending Major Revisions and will be dealt with as specified under that result.

3. Referred Pending Major Revisions - The Committee agrees that the dissertation requires substantive changes in order for the dissertation to be acceptable. Detailed reasons for this decision must be supplied by the Chair of the Examining committee to the Dean of Graduate Education, the appropriate committee or administrator for that program, and the candidate concerned. These recommendations on required changes must be approved by all members of the Committee. The committee reconvenes within a period not to exceed twelve months to conduct a second Final Oral Examination. This second attempt on the Final Oral Examination will be the final attempt by the student. If the Final Oral Examination and the written manuscript are not *graded within the* Accepted category, the student is dismissed from the program.

4. Failure - If the majority of the Examining Committee votes for failure of the oral and the non-acceptance of the manuscript, the student will be dismissed from the program. In no case will a third oral be given.

6. Registration During Manuscript Revision: Regardless of the revisions to be made, the student will be required to register for three credit hours and pay fees until the revisions are accepted by the Office of the Dean of Graduate Education.

7. Impact of revisions upon time limit for degree completion: The ten-year time limit for completion of the degree is still in effect while these revisions are being completed.

8. Publication of dissertations and theses: Public availability of a dissertation or thesis may, upon request to the Dean of Graduate Education, be delayed for up to 2 years to allow time for publication in scholarly journals, books, or equivalent, or to meet academic publisher restrictions, or because of patent related activities.Intellectual property right protection: In order to protect patent or other intellectual property rights, the Dean of Graduate Education may, upon request, delay for a period of one year the binding, distribution, and/or publication in microfilm of the dissertation.

7. REGISTRATION REQUIREMENTS

1. Examinations or Proposal Presentation: A student must be registered for at least three semester credit hours of graduate course work during the semester in which any major degree examination, such as the Qualifying Examination or

    comprehensive exam is taken, or during the semester in which the proposal is submitted for approval.

2. Procedures are outlined in the Graduate Catalog - Continuous Enrollment for Thesis or Dissertation: Once a student has enrolled in thesis or dissertation unless a leave of absence has been granted, that student must maintain continuous enrollment (not necessarily for thesis or dissertation) of at least three semester hours during consecutive long semesters until the final approved copy of the manuscript has been submitted to Office of the Dean of Graduate Education.

3. Enrollment During the Semester of Graduation: Doctoral students must be enrolled in at least 1 credit hour in the semester in which they graduate, unless they have submitted a final approved dissertation/thesis to the Office of the Dean of Graduate Education before the priority deadline published by the Office of Graduate Education, for that semester. Students who do not meet the priority deadline must enroll in at least 1 semester credit hour in the second 8-week session of that semester. Enrollment for 1 semester credit hour in the final semester is only allowed once. However, the individual degree program may require more than 1 credit hour be taken during the graduation semester.

8. TIME LIMITS: All requirements for a graduate degree, including transfer of credit must be completed within the specified time period. Students exceeding the specified time limit will not be eligible for their degree and will be dismissed from that graduate program. An approved leave of absence will not alter the time limits placed on graduate degrees.

1. Master's Degree: All requirements for the Master's degree must be completed within one six-year period. Work over six years old, whether done at this University or elsewhere, will not count towards the Master's degree except through the petition process described in the "Time Limit: Exceptions" section.

2. Doctoral Degree: All requirements for the Doctoral degree must be completed within one ten-year period. Work over ten years old, whether done at this University or elsewhere, will not count towards the Doctoral degree except through the petition process described in the "Time Limit: Exceptions" section. Students whose master's degrees are accepted for full credit toward a Ph.D. must complete all requirements for the doctoral degree within one eight-year period. Work exceeding these limits, whether done at this university or elsewhere, will not count towards the degree.

3. Exceptions — Course Work: The time limits affecting course work taken early in a graduate program can be waived only when a student can demonstrate to the appropriate committee or administrator for that program that:
   1. the substantive material in the course is still relevant to the curriculum and,
   2. the student still retains a substantial grasp of the material taught in the course.

   In such case, the acceptability of the course work in the student's Program of Studies must be approved by the Dean of Graduate Education upon the recommendation of the appropriate committee or administrator for that program.

4. Exceptions — Research: The time limits can be waived only for research extending beyond the prescribed limits and only in exceptional cases where the student, Supervising Professor, and the appropriate committee or administrator for that program can demonstrate that:
   1. substantial progress has been made in the research effort and the student can successfully complete the thesis or dissertation within a two term extension, including the summer term, and
   2. a schedule to complete the research has been developed including major milestones of accomplishments. In such a case, the acceptability of the plan to finish the research must be approved by the Dean of Graduate Education upon the recommendation of the appropriate committee or administrator for that program.
5. Procedures Prior to Graduation: An Application for Graduation must be filed during the semester of graduation on or before the date stipulated in the Academic Calendar.

## Policy History

- Revised: 1990-05-15
- Revised: 1992-03-01
- Revised: 1992-11-01
- Revised: 1997-06-24
- Editorial Amendments: 1998-02-02
- Editorial Amendments: 2000-09-01
- Revised: 2000-12-15
- Revised: 2006-12-13
- Revised: 2008-12-02
- Revised: 2010-12-17
- Revised: 2013-09-13
- Revised: 2016-06-09
- Editorial Amendments: 2016-11-11
- Revised: 2017-03-09
- Revised: 2017-07-05
- Revised: 2018-05-31
- Editorial Amendments: 2018-12-05
- Revised: 2019-04-02
- Revised: 2019-08-01
- Revised: 2019-10-10
- Revised: 2020-11-16
- Revised: 2021-03-24

## Policy Links

- Permalink for this policy: https://policy.utdallas.edu/utdpp1052
- Link to PDF version: https://policy.utdallas.edu/utdpp1052/makepdf

ITEM #7D

- Link to printable version: https://policy.utdallas.edu/utdpp1052/makeprint

ITEM #7D

Graduate Catalog Language
(https://catalog.utdallas.edu/now/graduate/programs/nsm/physics)


Admission Requirements

The Graduate Physics Program seeks students who have a BS degree in Physics or closely related subjects from a university or college, and who have superior skills in quantitative and deductive analysis. Official scores from the GRE General Test ~~(verbal and quantitative) and the GRE Subject Test in Physics~~ are required for both Master of Science and doctoral programs. For the doctoral program, a score from the GRE subject test in Physics is also recommended (but not required) to aid in assessing, in combination with grades, recommendations, and experience, an applicant's preparedness for graduate studies in Physics. Decisions on admission are made on an individual basis. However, as a guide, a combined score on the verbal and quantitative parts of the GRE General Test of 308, with at least 155 on the quantitative part, is advisable based on past experience with student success in the program.

**Request from Physics Department to change Subject GRE from "required" to "recommended" in the graduate admission requirements:**

The justifications for this request are as follows:

1. Some applicants may simply not apply because of the requirement.
2. More importantly, the GRE subject test is one of a number of factors that are used in weighing whether or not an applicant is suitable for enrollment in the PhD program. Research experience is valued. Letters from instructors are valued. The student's GPA is considered and weighted. The Department felt that a subject requirement would eliminate students who otherwise have the wherewithal to succeed in graduate school but simply may not show up well on the subject exam.

There is no intent to change the requirement for the GRE general test. This change, if approved, will also necessitate a change in the catalog language and also on the admissions page.

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# SCHOOL OF ARTS AND HUMANITIES
# BYLAWS

**1.0     Preamble.**

1.1      Purpose.  The purpose of the School of Arts and Humanities Bylaws ("Bylaws") is to provide guidance to the faculty regarding their various duties and responsibilities and to provide information to the University Administration on the administration, operation and organization of the School of Arts and Humanities ("A&H") at the University of Texas at Dallas ("UT Dallas").

1.2      Terminology.  The following terminology shall be used throughout the Bylaws and is defined as follows:

1.2.1      Faculty.  The A&H Faculty shall consist of all persons appointed at least half time for a term of at least nine (9) months during the current academic year to one of the following positions:

1.2.1.1  Full, Associate, or Assistant Professor (tenured/tenure-track)

1.2.1.2  Senior Lecturer I, II, Distinguished Senior Lecturer, and Part-time Senior Lecturer (non-tenure track)

1.2.1.3  Full, Associate, or Assistant Visiting Professor (non-tenure track)

1.2.1.4  Full, Associate, or Assistant Adjunct Professor (non-tenure track)

1.2.1.5  Full, Associate, or Assistant Clinical Professor (non-tenure track)

These terms are defined more fully in The University of Texas System Rules and Regulations of the Board of Regents Rule: 31001 ("Rule 31001").

1.2.1.5.1      Senior Lecturer.  Per the UTDallas Faculty Senate General Standards and Procedures: Peer Review of Non-Tenure Track Faculty ("Faculty Senate") at UTDallas, "Senior Lecturer" will be understood to be a non-tenure track person employed on at least a renewable annual contract with a teaching requirement of 24 workload points in organized courses or a non-tenure track person appointed as a Senior Lecturer at least half time or with administrative duties.  Senior Lecturers may be hired for up to a three (3) year contract term.  This policy does not apply to ordinary "Lecturers," who are hired to teach specific courses on a course-by-course basis.1

1.2.1.5.1.1 Senior Lecturer I.  Term used for teachers who will augment and complement regular teaching faculty and whose teaching experience and qualifications must meet the SACSCOC requirements for all courses taught. Senior Lecturer I is generally an initial appointment.

1.2.1.5.1.2 Senior Lecturer II.  Term used for teachers who will augment and complement regular teaching faculty and whose teaching experience and qualifications meet the SACSCOC

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1. These definitions reflect established usage at U T Dallas.  With respect to the Faculty Senate, Senior Lecturer I at U T Dallas corresponds to "Lecturer" in the Rules.  Senior Lecturer I and II are divisions of "Senior Lecturer" in the Rules, and "Lecturer" corresponds to a position that would presumably be subcategory of "Lecturer" in the rules.

requirements for all courses taught.  Senior Lecturer II signifies a record of excellence relative to their assignments.

1.2.1.5.1.3 Distinguished Senior Lecturer.  Term used for teachers who will augment and complement the regular teaching faculty and whose teaching experience and qualifications demonstrate extraordinary service and performance.  Senior Lecturer III faculty meet the SACSCOC requirements for all courses taught.

1.2.1.5.1.4 Part-time Senior Lecturer.  Term used for teachers with less than a 50% appointment who will augment and complement regular teaching faculty and whose teaching experience and qualifications meet the SACSCOC requirements for all courses taught.

1.2.1.6 Full, Associate or Assistant Visiting Professor.  A non-tenure track temporary appointment of persons either visiting from other institutions where they hold similar ranks or who are brought to A&H on a trial basis.  Such appointments are limited to two (2) years.

1.2.1.7 Full, Associate, or Assistant Adjunct Professor.  A non-tenure track appointment used when a qualified person from business, industry, government, private practice, or another institution of higher education may be teaching a course or participating in the teaching of a course in A&H.  Appointment shall not exceed the term of one (1) academic year.  If A&H deems the position beneficial, the lecturer  faculty member may be offered reappointment to a lecturer faculty position in accordance with the Texas Education Code Section 51.943.

1.2.1.8 Full, Associate, or Assistant Clinical Professor.  A non-tenure track position designating full-time or part-time service on the faculty while involved in a professional clinical experience program.  Appointment shall not exceed the term of three (3) years and shall terminate upon expiration of the stated period of appointment without notification of nonrenewal.  If A&H deems the position beneficial, the clinical faculty member may be offered reappointment in accordance with the Texas Education Code Section 51.943.

1.2.2 Rules of Order.  All meetings within A&H shall be conducted according to Robert's Rules of Order.

1.2.3 Voting Faculty.  The voting faculty shall consist of all tenured and tenure track faculty, the Dean, and the Associate Deans. Other members of the voting faculty include: faculty appointed half-time or more who hold the rank of Regental Professor, Professor, Associate Professor, Instructor, Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, and Senior Lecturer.

Non-voting faculty include those with the following titles:  Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor; Clinical Instructor, and Instructor (less than half-time appointments); Lecturer; Adjunct Professsor, Adjunct Associate Professor, Adjunct Assistant Professor; Professor Emeritus and Associate Professor Emeritus; and Research Scientists and Research Associates holding appointments outside the classified pay plan of the University.

The Dean shall only vote in matters where there is a tie of the voting faculty.

All non-voting faculty may attend all A&H faculty meetings and participate in discussions, except when the faculty meets in executive session or when matters subject to privacy protection are under consideration.

**2.0   FACULTY**

2.1   Faculty.  The term faculty is fully defined in Section 1.2.1 above.

2.2  Powers and Responsibilities.  Consistent with the policies of UT Dallas, the whole voting faculty shall establish:

2.2.1   Procedures for election of faculty representatives to School Committees,

2.2.2   Approval of proposed administrative appointments such as Associate Deans in the School,

2.2.3   Amendments to Governance documents such as the School By-laws,

2.2.4   Educational policy for A&H,including without limitation, approval of academic programs, curricula, and requirements for degrees or certificates offered by the school,

2.2.5   Strategic Plan for A&H

2.2.6   Such other procedures and policies as may be from time to time necessary or desirable for the governance of A&H.

2.2.7 Recognizing the specific research and creative contributions of the tenure-track faculty, the following areas shall be limited to voting by that portion of the voting faculty in tenure-line faculty positions:

2.2.7.1   Standards and procedures for the appointment, promotion, and tenure of faculty,

2.3   Maintenance of High Academic Standards Required.  All faculty assume responsibility for the maintenance of high standards of scholarship and teaching, for the conscientious performance of their assigned duties and for observance of the regulations and policies established by the Regents of the University of Texas System.  All faculty share the obligation to treat students and colleagues with courtesy and dignity, while individual members of the tenure track faculty accept additional responsibility for the conduct of the affairs of A&H and UT Dallas by service to UT Dallas, the discipline and profession of which they are members.

2.4  Meetings and Voting

2.4.1 Faculty Meetings.  The A&H faculty will generally meet on the second Wednesday afternoon in August, October, November, February, March, and April of each school year.  All faculty are invited to attend.  In the event student associations are formed to represent undergraduate students and graduate students, each such student association may have one (1) representative attend faculty meetings in conformity with Section 1.2.3 above.

2.4.2 Faculty Tenure Voting Meetings.  In conformity with the policies and procedures in the university policy memorandum 75-III 22-3, the Dean convenes an above-rank subunit of the faculty for the purpose of reviewing and voting on a recommendation for tenure and/or promotion of individual members of the regular faculty.

2.4.3  Extraordinary Faculty Meetings.  Extraordinary meetings of the faculty may be called by the Dean, acting on his/her own initiative or in response to a request or requests from a regular faculty member or members.

2.4.4  Quorum.  A quorum in all the above meetings consists of a simple majority of the eligible voting faculty.

2.4.5  Agenda.  A written agenda for each faculty meeting will be sent to all faculty members from the office of the Dean at least one week in advance of each meeting.  The agenda includes but is not limited to approval of the minutes of the previous meeting as submitted and/or amended, reports from the Dean and the Associate Deans, and new business.

Items may be submitted for the agenda in writing to the Dean's office ten (10) days prior to any faculty meeting by any faculty member.  Items so placed on the agenda would be considered under the category of new business.

2.4.6  Faculty Meeting Chair and Parliamentarian.  The Dean will chair faculty meetings unless he/she selects a faculty member to chair a meeting in his/her absence.  The voting faculty may elect a Parliamentarian to serve as authority on all matters pertaining to meeting conduct under Robert's Rules of Order at the beginning of each school year.  Should any so elected Parliamentarian be absent from a faculty meeting, one of the Associate Deans may serve as Parliamentarian for said faculty meeting.

2.4.7  Faculty Meeting Motions.  Motions can be placed before the faculty only by A&H voting faculty.  All motions must be seconded by a faculty member, may be discussed by all faculty and any student representatives present, and will be voted upon only by voting faculty.  All motions may be proposed for amendment under Robert's Rules of Order during discussion by faculty.

2.4.8  Voting Methods.  All motions, either original or as amended, may be voted upon by voice, show of hands, or secret ballot.  If no request is made by faculty, voting shall be by voice vote. No proxy votes are permitted.

Discussion of a motion can be ended, if a call to put the previous question is made and seconded and if two-thirds of the voting faculty so decides.

2.4.9 Faculty Meeting Minutes.  Minutes will be kept of all faculty meetings and these minutes will record discussion of issues and action taken by the faculty.  These minutes will be distributed to the faculty by the Dean's office with the agenda for the next meeting.

Minutes of the previous faculty meeting will be approved as submitted and/or amended at the start of the next regular faculty meeting.

The Dean may appoint a secretary (either from the faculty or from the Dean's staff) to record the minutes of the meetings.

## 3.0  ADMINISTRATIVE OFFICERS

3.1 Dean

The Dean of the school is appointed by and serves at the pleasure of the president of the university. The Dean is a tenured member of the faculty, with the rank of full professor. The Dean reports directly to the provost of the university.

The Dean has final responsibility for administration of the school, including preparation and execution of the budget; approval of all personnel actions; scheduling of courses and assignment of duties to members of the faculty; leadership of the faculty on issues of educational policy and programs; appointment, discipline, and removal of staff and administrators within the school; recommendation to the provost of *ad hoc* committees for review of tenure and promotion cases; annual review of the performance of faculty; and representation of the interests of A&H both within UT Dallas and externally.

The Dean may delegate responsibilities to other officers of the school.  Initial appointment of the three principal officers, the Associate Deans, requires approval by majority vote at a regular meeting of the faculty before it becomes effective.  When these positions become vacant, the Dean notifies the faculty of their pendency, and any member may indicate interest in appointment.

3.2  Associate Dean for Graduate Studies

The Associate Dean for Graduate Studies is a tenured member of the faculty, who reports directly to the Dean and assumes the following special responsibilities:

(1) organization of the graduate course schedule each semester, with the assistance of the program coordinators and the administrative committee,
(2) preparation of the arts and humanities section of the university's graduate catalog,
(3) representation of the interests of the graduate program both within the university and externally,
(4) administration of the graduate program, including admission of students as well as general oversight of advising and student progress through their degree plans,
(5) the appointment, assignment, and general training of teaching assistants, and
(6) leadership in maintaining high academic standards and in developing the intellectual and artistic quality of the graduate program.

3.3  Associate Dean for Undergraduate Studies

The Associate Dean for Undergraduate Studies is generally a tenured member of the faculty, who reports directly to the Dean and assumes the following special responsibilities:

(1) administration of the undergraduate programs, including oversight of both lower- and upper-division advising and instruction as well as student progress through their degree plans, including oversight of evaluation of nontenure-track faculty,
(2) preparation of the arts and humanities section of the university's undergraduate catalog,
(3) organization of the undergraduate course schedule each semester, with the assistance of the program coordinators and the administrative committee,
(4) representation of the interests of the undergraduate programs both within the university and externally, and
(5) leadership in maintaining high academic standards and in developing the intellectual and artistic quality of the undergraduate programs.

3.4    Associate Dean for the Arts

The Associate Dean for the Arts is generally a tenured member of the faculty, who reports directly to the Dean and assumes the following special responsibilities:

(1) administration of the VPA Events Office as well as oversight of staff and student employees attached to the program
(2) oversight of VPA spaces and equipment
(3) initial planning and the general coordination of the school's VPA events,

3.5    Other Officers

3.5.1    Program Coordinators

With the advice of the faculty in History and Philosophy, Literature, and Visual and Performing Arts, the Dean shall appoint program coordinators in each field for a three-year, renewable term of service.  The program coordinators are generally tenured or tenure-track faculty and will hold the appropriate terminal degree.  Program coordinators will receive an administrative stipend. Program coordinator responsibilities include organization of the history, philosophy, literature, and visual and performing arts courses including the course schedules each semester; curricular planning, including attendance at meetings of the Curriculum Committee, when one is in operation; and preparation of SACSSOC reports, in collaboration with the Associate Deans, the Dean, and relevant University personnel.  The program coordinator's decisions on these matters will be supported by the Associate Deans of Graduate and Undergraduate Studies and the Dean. Program coordinators may not serve on the Executive Committee during their service as coordinators.

3.5.2    Additional Officers

With the advice and consent of the school's Executive Committee, the Dean may appoint additional administrative officers deemed useful to the management of the school.


**4.0 STANDING AND SPECIAL COMMITTEES**

4.1 Executive Committee

The Executive Committee consists of the Dean, the Associate Deans, six (6) tenured or tenure-track faculty members, two (2) from each of the three (3) general sections of the school (Art & Performance / Aesthetic Studies, Literary Studies, and Historical Studies / History of Ideas).

 The faculty representatives are chosen by open nomination and paper ballot (at the first faculty meeting of the year) for two-year nonrenewable terms, with membership staggered so that three sitting members leave the committee and three new members join it each year.  A person nominated for the committee must consent to the nomination either orally, if present, or in writing, if not.

The committee is chaired by the Dean and meets at least monthly during the regular academic year.  It serves as the principal advisory body for both the faculty and the Dean in their educational mission.

The committee assumes the duties of the school's previous budget and planning, nominating, and development committees.  Thus its responsibilities include:

(1) advising the Dean on strategic planning and general budgetary issues for the school,
(2) considering proposals from section meetings regarding curricular matters and, when appropriate, assisting in the preparation of motions on academic policy or curricular matters for full deliberation and vote in faculty meetings,
(3) considering proposals from section meetings regarding personnel and hiring and, when necessary, recommending priorities among such proposals,
(4) proposing the membership of search committees as well as other school committees for which this document does not provide election,
(5) developing public-relations and fundraising programs for the school, in particular identifying appropriate programmatic grant proposals,
(6) identifying and recommending new members of the school's advisory board, and
(7) developing guidelines for the administration of any school-wide research programs or research awards.

4.2 Administrative Committee

The Administrative Committee consists of the Dean and the three (3) Associate Deans.

The committee is chaired by the Dean and meets regularly at his or her discretion to advise and assist the Dean in both long-range planning and the day-to-day administration of the school's activities. These meetings may include Assistant Deans and other administrative personnel at the discretion of the Associate Deans and Dean.

The committee also assumes the following responsibilities:

(1) review of the scheduling of undergraduate and graduate courses to ensure proper balance in curricular offerings and effective course scheduling,
(2) oversight of the application of the guidelines for all school-wide core courses,
(3) review of and advice concerning the school's sections in the annual university catalog, and
(4) consideration of space, equipment, and facilities in order to establish priorities for the school in each of these areas.

4.3 Faculty Personnel Review Committee

With the advice and consent of the A&H Executive Committee, the Dean appoints six (6) tenured professors, one (1) full and one (1) Associate professor from each of the three (3) sections of the school, to the Faculty Personnel Review Committee. They serve for two-year nonrenewable terms, with membership staggered so that three sitting members leave the committee and three new members join it each year. Members of the executive and administrative committees may not serve simultaneously on this committee.

The Dean chairs the committee, and its tasks are those specified in the university's policy memorandum UTDPP 1064:

Annually the full professors on the FPRC (or if the Dean prefers, a meeting of all the school's full professors) will consider the files of all Associate professors to determine whether or not to recommend the appointment of *ad hoc* committees to review them for promotion to full professorships.

The committee shall not consider the teaching evaluations (organized by the committee on effective teaching) of Non-Tenure Track Faculty ("NTTF"), which review process is addressed in Section 6 below.

The committee proposes the membership for all *ad hoc* committees undertaking reviews for reappointment, tenure, and/or promotion of tenured and tenure-track faculty members, including periodic performance evaluation (PPE") of tenured faculty.

Meeting separately from the Dean, the FPRC reviews all applications for Special Faculty Development Assignments ("SFDA") and then makes its recommendations to the Dean. The criteria for the committee's evaluations and recommendations are in written form and open to the faculty after the decision process is complete.

4.4 Graduate Studies Committee

With the advice and consent of the school's executive committee, the Dean appoints six (6) tenured and tenure-track faculty members, two (2) from each of the three (3) sections of the school, to the graduate studies committee (GSC). They serve for three-year terms, with membership staggered so that the three longest-serving members leave the committee and

three new members join it each year.  In addition, there is one elected student representative from the graduate program.

The Associate Dean for Graduate Studies chairs the committee, which is responsible for:

(1) oversight of all graduate programs for conformity with regulations established by the university and by the school faculty,

(2) advising the Associate Dean of graduate studies on admission, discipline, and dismissal of graduate students,

(3) approval of graduate student portfolio, thesis, and dissertation proposals,

(4) advising the Associate Dean on the appointment, assignment, and training of teaching assistants, and

(5) recommendations to the faculty for improvements in the structure, operation, courses, and development of the graduate program.

### 4.5  Committee on Effective Teaching

The committee on effective teaching, mandated by the university policy memorandum UTDPP 1006, consists of five (5) tenured faculty members, one (1) from each of the three (3) sections of the school plus the Associate Deans for graduate and undergraduate studies. With the approval of a majority of the executive committee, the Dean appoints the three (3) faculty members for two-year nonrenewable terms, with membership staggered so that one sitting member leaves the committee and one new member joins it each year.  Of these three (3) members, the one serving longest will serve as chair.

The committee is to promote excellence in teaching across the school, and in compliance with the policy memorandum and earlier practice, it:

(1) gathers comprehensive data on teaching responsibilities and prepares an annual report to the Dean on teaching effectiveness,

(2) develops and administers a procedure for evaluation of teaching, one using written objective standards that include course evaluations, teaching load contributions, the diversity of courses taught, course development and administration, as well as graduate . supervision and service on honors, portfolio, casebook, and dissertation committees,

(3) develops mechanisms for faculty members to comment on their evaluations and to provide information they feel is pertinent to the process of teaching evaluation,

(4) consults with graduate and undergraduate students on teaching and classroom issues, and

(5) constitutes, along with one representative each from the graduate and undergraduate students, a special committee to consider nominations and make recommendations for the school's teaching awards to the Dean.

4.6    Special Committees.  From time to time there may exist a need for Special Committees. The Dean shall appoint faculty to said special committees which may consist of tenured, tenure-track, and non-tenure track faculty depending on the purpose of each of said special committees. When the service of each of said special committees has been completed, said special committee shall be disbanded unless it is determined by a two-thirds vote of the voting faculty at a regular faculty meeting that said special committee should become a regular standing committee.  At that faculty meeting, the continued purposes of said committee shall be determined.

## 5.0  STANDARDS AND PROCEDURES FOR APPOINTMENT OF TENURE TRACK FACULTY

According to UTDPP 1057, these are the procedures all Schools must follow to make these appointments (practice specific to A&H has been included where necessary):

1  (1)  Approval of academic positions by the Executive Vice President and Provost (Provost) at
2  the request of the School Dean.

3  (2)  Submission of search plan including documentation of compliance with affirmative action
4  procedures to the Provost by the School Dean and formation of search committee, appointed by
5  the Dean with the advice of the Executive Committee, of three (3) to five (5) members, with one
6  (1) of these to be in a program outside of the one in which the hire is proposed.  The Chair shall
7  be a tenured faculty member.

8  (3)  Approval of the search plan by the Provost.

9  (4)  Evaluation of applicants and identification of preferred candidates by the Search
10  Committee.

11  (5)  Interviews conducted with preferred candidates.

12  (6)  Vote of the faculty of the concerned school or department(s) on the recommendation of the
13  ad hoc committee.

14  (7)  The vote should follow the same procedures as for promotion and tenure
15  recommendations, and the voting faculty should include all appropriate rank tenure-track in the
16  school or department(s) in which the appointment will be made.

17  (8)  Recommendation for appointment by the Search Committee and summary report of
18  compliance with University affirmative action procedures added to candidate's file and file
19  forwarded to the School Dean.

20  (9)  Recommendation by the School Dean added to the candidate's file and file forwarded to the
21  Committee on Qualifications (CQ).

22  (10)  CQ forwards file including its recommendation to the Provost.

23  Because of the vicissitudes of the hiring process, alternate candidates may be recommended for
24  appointment through the process outlined above.

25  If the Provost approves the recommended appointment, the candidate's file and request for
26  appointment will be forwarded to the President.

27  All applicant files will originate in the Office of the Provost. Applications sent directly to the Search
28  Committee will be forwarded to the Office of the Provost for initial processing although the Search
29  Committee may retain copies of pertinent information. After initial processing, the Office of the
30  Provost will forward the applicant file to the Search Committee.

31  An applicant file will be created when a letter of interest or a curriculum vita has been received from
32  an applicant. Copies of all correspondence between the Search Committee and the applicant,
33  letters requesting recommendations, and responses must be part of the applicant's file. No one
34  may remove items from the file. Search Committee recommendations regarding the applicant are
35  to be based solely on information in the official file.

36
37  **6.0   STANDARDS AND PROCEDURES FOR INITIAL APPOINTMENT OF NON-TENURE**
38  **TRACK FACULTY**
39
40  6.1    Special Committee.   The Dean shall appoint a Special Committee to consider the
41  appointment of any NTTF required for the teaching, administrative, and service needs of A&H.
42
43  6.2    Special Committee Composition.  The Special Committee so established shall consist of
44  three (3) faculty members as follows:  one (1) tenured/tenure-track faculty members in the track
45  the NTTF member will be serving within; one (1) Associate Dean; and one (1) NTTF member of
46  higher rank, if available, already serving within the track.  The search committee will recommend
47  a candidate and an initial hiring rank to the Dean; program faculty will be given the opportunity to
48  comment on this recommendation prior to any formal job offer.
49

6.3     Procedure.  The Special Committee shall review all applications according to the needs of A&H and the track.   Upon review completion, the Special Committee shall make its recommendations to the Dean; the Dean will call a vote on these recommendations by the program voting faculty;  and the Dean shall make his/her recommendations to the Provost for the hire of NTTF.  The Dean and/or the Provost shall be responsible for determining whether the SACSCOC requirements have been met for the proposed teaching assignment(s) of all NTTF.

## 7.0     STANDARDS AND PROCEDURES FOR PROMOTION OF NON-TENURE TRACK FACULTY

7.1     Promotion Review Request.  Non-tenure track faculty ("NTTF") may be reviewed for promotion each time their employment contract term is up for renewal at UTDallas.

7.2     Promotion Review Faculty Committee.  A Promotion Review Faculty Committee ("PRFC"), appointed by the Dean for each NTTF member requesting review, will review the credentials of said NTTF member.

      7.2.1  Committee Composition. The special faculty committee will consist of three (3) faculty members.  The composition of each committee shall consist of at least one (1) tenured or tenure-track faculty member and at least one (1) higher-ranked NTTF within the area of study being reviewed, where available.

      7.2.2  Committee Selection Process.  Each ;NTTF member requesting review will submit five (5) names of possible committee members to the Dean.  Within ten (10) days after submission, the Dean will appoint two (2) committee members from the list so submitted in addition to at least one (1) tenured or tenure-track faculty member whose name may or may not be on the list submitted by the NTTF member. Further, at least one (1) committee member must be a NTTF member of higher rank than the NTTF member under promotion review.

7.4     Evaluation Procedure.  The evaluation procedure administered by the special faculty committee shall consist of three (3) elements:  (a) peer-reviewed research and academic achievement; (b) teaching effectiveness; and (c) university citizenship.   Contracts will specify the duties of NTTF in terms of the proportion of effort expected under each of these categories.

      7.4.1  Peer-Reviewed Research and Academic Achievement.  Peer-reviewed research and academic achievement are not required of NTTF as part of their normal assigned responsibilities at UTDallas.  However, NTTF have the same standing to seek funding for, and to pursue, independent funded research as other faculty.  Even though this element is not required, if present, it may be noted in peer reviews.

      Evidence of research and academic achievements can include publication in peer-reviewed journals; monographs which contribute to advancing knowledge or its utilization in the resolution of societal problems; development of widely adopted clinical or educational techniques or programs which advance the quality of life; presentations at professional gatherings; literary publications, performances, and visual and other artistic contributions in regional and national exhibitions.

      The lack of any peer-reviewed research and academic achievement shall not be considered in preventing any NTTF from receiving promotion as this element is not a required element for promotion of NTTF under the Faculty Senate.

      7.4.2  Teaching Effectiveness.  Teaching effectiveness is not to be measured solely in terms of teaching in organized courses.  It also includes the ability and willingness to develop new courses and to teach a wide variety of courses.  The PRFC should consider the importance of such courses taught to instructional programs and the development of innovative teaching

methods.  Teaching also extends to curriculum development and student advisement.  To this end, the PRFC shall review the following in determiningg teacher effectiveness:

7.4.2.2    Teaching Portfolio consisting of:
- Course syllabi for up to the three (3) most current years
- Examples of teaching materials
- Student evaluations from the three (3) most current years
- Written statements and/or letters by faculty and/or students
- All other materials selected by the NTTF under review

7.4.2.3    Teaching narrative statement by NTTF member between 1-3 pages in length.

7.4.2.4    PRFC reports of classroom observation.  Specifically, at least two (2) of the three (3) PRFC members will conduct independent classroom observations for the duration of at least thirty (30) minutes and up to one (1) hour in length for each observation.  The proposed classroom observation form is attached to these Bylaws as Appendix 1.

7.4.2.5    Upon completion of the in-class observation, the NTTF member may request and the observer must provide an oral review of fifteen (15) to thirty (30) minutes in length at the mutual convenience of the NTTF member and observer, which shall occur in no event more than five (5) days after the classroom observation.

7.4.3 University Citizenship.  Administrative duties, service on committees, research, professional service, and clinical or outside professional service that enhances instructional skills may be areas considered by the PRFC.

7.5    Written Recommendation by PRFC.  The PRFC shall make its written recommendation to the Dean within 45 days of the committee appointment date, but in no event later than March 31 in the year the NTTF member requests promotion review.

7.6    Faculty Vote.  After the special faculty committee recommendation report is submitted to the Dean on or before March 31 in any school year, the above-rank voting faculty shall vote on the written recommendation at the April faculty meeting of the same school year.

7.7    Dean's Written Recommendation.  The Dean shall make his/her written recommendation report to the Provost of UT Dallas based on the teaching portfolio, written recommendation report of the special faculty committee, and the faculty vote.

## 8.0    REVISION AND AMENDMENT OF GOVERNANCE PROCEDURES

These Bylaws may be revised or amended via motions placed on the agenda of regular faculty meetings by the procedures outlined above and carried by a simple majority vote of voting faculty members.

Such revisions or amendments shall be approved by the Dean and the academic senate and, if so approved, shall be incorporated into these Bylaws.

Copies of these Bylaws as accepted by the faculty and approved by the Dean and as subsequently revised or amended and approved are made available to the faculty by the Dean's office.

# SCHOOL OF ARTS AND HUMANITIES
# BYLAWS

**1.0     Preamble.**

1.1      Purpose.  The purpose of the School of Arts and Humanities Bylaws ("Bylaws") is to provide guidance to the faculty regarding their various duties and responsibilities and to provide information to the University Administration on the administration, operation and organization of the School of Arts and Humanities ("A&H") at the University of Texas at Dallas ("UT Dallas").

1.2      Terminology.  The following terminology shall be used throughout the Bylaws and is defined as follows:

1.2.1    Faculty.  The A&H Faculty shall consist of all persons appointed at least half time for a term of at least nine (9) months during the current academic year to one of the following positions:

1.2.1.1  Full, Associate, or Assistant Professor (tenured/tenure-track)

1.2.1.2  Senior Lecturer I, II, Distinguished Senior Lecturer, and Part-time Senior Lecturer (non-tenure track)

1.2.1.3  Full, Associate, or Assistant Visiting Professor (non-tenure track)

1.2.1.4  Full, Associate, or Assistant Adjunct Professor (non-tenure track)

1.2.1.5  Full, Associate, or Assistant Clinical Professor (non-tenure track)

These terms are defined more fully in The University of Texas System Rules and Regulations of the Board of Regents Rule: 31001 ("Rule 31001").

1.2.1.5.1    Senior Lecturer.  Per the UTDallas Faculty Senate General Standards and Procedures: Peer Review of Non-Tenure Track Faculty ("Faculty Senate") at UTDallas, "Senior Lecturer" will be understood to be a non-tenure track person employed on at least a renewable annual contract with a teaching requirement of 24 workload points in organized courses or a non-tenure track person appointed as a Senior Lecturer at least half time or with administrative duties.  Senior Lecturers may be hired for up to a three (3) year contract term.  This policy does not apply to ordinary "Lecturers," who are hired to teach specific courses on a course-by-course basis.1

1.2.1.5.1.1 Senior Lecturer I.  Term used for teachers who will augment and complement regular teaching faculty and whose teaching experience and qualifications must meet the SACSCOC requirements for all courses taught. Senior Lecturer I is generally an initial appointment.

1.2.1.5.1.2 Senior Lecturer II.  Term used for teachers who will augment and complement regular teaching faculty and whose teaching experience and qualifications meet the SACSCOC requirements for all courses taught.  Senior Lecturer II signifies a record of excellence relative to their assignments.

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1. These definitions reflect established usage at U T Dallas.  With respect to the Faculty Senate, Senior Lecturer I at U T Dallas corresponds to "Lecturer" in the Rules.  Senior Lecturer I and II are divisions of "Senior Lecturer" in the Rules, and "Lecturer" corresponds to a position that would presumably be subcategory of "Lecturer" in the rules.

1.2.1.5.1.3 Distinguished Senior Lecturer. Term used for teachers who will augment and complement the regular teaching faculty and whose teaching experience and qualifications demonstrate extraordinary service and performance. Senior Lecturer III faculty meet the SACSCOC requirements for all courses taught.

1.2.1.5.1.4 Part-time Senior Lecturer. Term used for teachers with less than a 50% appointment who will augment and complement regular teaching faculty and whose teaching experience and qualifications meet the SACSCOC requirements for all courses taught.

1.2.1.6 Full, Associate or Assistant Visiting Professor. A non-tenure track temporary appointment of persons either visiting from other institutions where they hold similar ranks or who are brought to A&H on a trial basis. Such appointments are limited to two (2) years.

1.2.1.7 Full, Associate, or Assistant Adjunct Professor. A non-tenure track appointment used when a qualified person from business, industry, government, private practice, or another institution of higher education may be teaching a course or participating in the teaching of a course in A&H. Appointment shall not exceed the term of one (1) academic year. If A&H deems the position beneficial, the lecturer faculty member may be offered reappointment to a lecturer faculty position in accordance with the Texas Education Code Section 51.943.

1.2.1.8 Full, Associate, or Assistant Clinical Professor. A non-tenure track position designating full-time or part-time service on the faculty while involved in a professional clinical experience program. Appointment shall not exceed the term of three (3) years and shall terminate upon expiration of the stated period of appointment without notification of nonrenewal. If A&H deems the position beneficial, the clinical faculty member may be offered reappointment in accordance with the Texas Education Code Section 51.943.

1.2.2 Rules of Order. All meetings within A&H shall be conducted according to Robert's Rules of Order.

1.2.3 Voting Faculty. The voting faculty shall consist of all tenured and tenure track faculty, the Dean, and the Associate Deans. Other members of the voting faculty include: faculty appointed half-time or more who hold the rank of Regental Professor, Professor, Associate Professor, Instructor, Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, and Senior Lecturer.

Non-voting faculty include those with the following titles: Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor; Clinical Instructor, and Instructor (less than half-time appointments); Lecturer; Adjunct Professsor, Adjunct Associate Professor, Adjunct Assistant Professor; Professor Emeritus and Associate Professor Emeritus; and Research Scientists and Research Associates holding appointments outside the classified pay plan of the University.

The Dean shall only vote in matters where there is a tie of the voting faculty.

All non-voting faculty may attend all A&H faculty meetings and participate in discussions, except when the faculty meets in executive session or when matters subject to privacy protection are under consideration.

**2.0   FACULTY**

2.1   Faculty.  The term faculty is fully defined in Section 1.2.1 above.

2.2  Powers and Responsibilities.  Consistent with the policies of UT Dallas, the whole voting faculty shall establish:

2.2.1   Procedures for election of faculty representatives to School Committees,

2.2.2   Approval of proposed administrative appointments such as Associate Deans in the School,

2.2.3   Amendments to Governance documents such as the School By-laws,

2.2.4  Educational policy for A&H,including without limitation, approval of academic programs, curricula, and requirements for degrees or certificates offered by the school,

2.2.5  Strategic Plan for A&H

2.2.6  Such other procedures and policies as may be from time to time necessary or desirable for the governance of A&H.

2.2.7 Recognizing the specific research and creative contributions of the tenure-track faculty, the following areas shall be limited to voting by that portion of the voting faculty in tenure-line faculty positions:

   2.2.7.1   Standards and procedures for the appointment, promotion, and tenure of faculty,

2.3   Maintenance of High Academic Standards Required.  All faculty assume responsibility for the maintenance of high standards of scholarship and teaching, for the conscientious performance of their assigned duties and for observance of the regulations and policies established by the Regents of the University of Texas System.  All faculty share the obligation to treat students and colleagues with courtesy and dignity, while individual members of the tenure track faculty accept additional responsibility for the conduct of the affairs of A&H and UT Dallas by service to UT Dallas, the discipline and profession of which they are members.

2.4  Meetings and Voting

2.4.1 Faculty Meetings.  The A&H faculty will generally meet on the second Wednesday afternoon in August, October, November, February, March, and April of each school year.  All faculty are invited to attend.  In the event student associations are formed to represent undergraduate students and graduate students, each such student association may have one (1) representative attend faculty meetings in conformity with Section 1.2.3 above.

2.4.2 Faculty Tenure Voting Meetings.  In conformity with the policies and procedures in the university policy memorandum 75-III 22-3, the Dean convenes an above-rank subunit of the faculty for the purpose of reviewing and voting on a recommendation for tenure and/or promotion of individual members of the regular faculty.

2.4.3 Extraordinary Faculty Meetings.  Extraordinary meetings of the faculty may be called by the Dean, acting on his/her own initiative or in response to a request or requests from a regular faculty member or members.

2.4.4  Quorum.  A quorum in all the above meetings consists of a simple majority of the eligible voting faculty.

2.4.5  Agenda.  A written agenda for each faculty meeting will be sent to all faculty members from the office of the Dean at least one week in advance of each meeting.  The agenda includes but is not limited to approval of the minutes of the previous meeting as submitted and/or amended, reports from the Dean and the Associate Deans, and new business.

Items may be submitted for the agenda in writing to the Dean's office ten (10) days prior to any faculty meeting by any faculty member.  Items so placed on the agenda would be considered under the category of new business.

2.4.6  Faculty Meeting Chair and Parliamentarian.  The Dean will chair faculty meetings unless he/she selects a faculty member to chair a meeting in his/her absence.  The voting faculty may elect a Parliamentarian to serve as authority on all matters pertaining to meeting conduct under Robert's Rules of Order at the beginning of each school year.  Should any so elected Parliamentarian be absent from a faculty meeting, one of the Associate Deans may serve as Parliamentarian for said faculty meeting.

2.4.7  Faculty Meeting Motions.  Motions can be placed before the faculty only by A&H voting faculty.  All motions must be seconded by a faculty member, may be discussed by all faculty and any student representatives present, and will be voted upon only by voting faculty.  All motions may be proposed for amendment under Robert's Rules of Order during discussion by faculty.

2.4.8  Voting Methods.  All motions, either original or as amended, may be voted upon by voice, show of hands, or secret ballot.  If no request is made by faculty, voting shall be by voice vote. No proxy votes are permitted.

Discussion of a motion can be ended, if a call to put the previous question is made and seconded and if two-thirds of the voting faculty so decides.

2.4.9 Faculty Meeting Minutes.  Minutes will be kept of all faculty meetings and these minutes will record discussion of issues and action taken by the faculty.  These minutes will be distributed to the faculty by the Dean's office with the agenda for the next meeting.

Minutes of the previous faculty meeting will be approved as submitted and/or amended at the start of the next regular faculty meeting.

The Dean may appoint a secretary (either from the faculty or from the Dean's staff) to record the minutes of the meetings.

**3.0   ADMINISTRATIVE  OFFICERS**

3.1 Dean

The Dean of the school is appointed by and serves at the pleasure of the president of the university. The Dean is a tenured member of the faculty, with the rank of full professor. The Dean reports directly to the provost of the university.

The Dean has final responsibility for administration of the school, including preparation and execution of the budget; approval of all personnel actions; scheduling of courses and assignment of duties to members of the faculty; leadership of the faculty on issues of educational policy and programs; appointment, discipline, and removal of staff and administrators within the school; recommendation to the provost of *ad hoc* committees for review of tenure and promotion cases;

1 annual review of the performance of faculty; and representation of the interests of A&H both within
2 UT Dallas and externally.
3
4 The Dean may delegate responsibilities to other officers of the school.  Initial appointment of the
5 three principal officers, the Associate Deans, requires approval by majority vote at a regular
6 meeting of the faculty before it becomes effective.  When these positions become vacant, the
7 Dean notifies the faculty of their pendency, and any member may indicate interest in appointment.
8
9 3.2  Associate Dean for Graduate Studies
10
11 The Associate Dean for Graduate Studies is a tenured member of the faculty, who reports directly
12 to the Dean and assumes the following special responsibilities:
13
14 (1) organization of the graduate course schedule each semester, with the assistance of the
15     program coordinators and the administrative committee,
16 (2) preparation of the arts and humanities section of the university's graduate catalog,
17 (3) representation of the interests of the graduate program both within the university and
18     externally,
19 (4) administration of the graduate program, including admission of students as well as
20     general oversight of advising and student progress through their degree plans,
21 (5) the appointment, assignment, and general training of teaching assistants, and
22 (6) leadership in maintaining high academic standards and in developing the intellectual and
23     artistic quality of the graduate program.
24
25 3.3  Associate Dean for Undergraduate Studies
26
27 The Associate Dean for Undergraduate Studies is generally a tenured member of the faculty, who
28 reports directly to the Dean and assumes the following special responsibilities:
29
30 (1) administration of the undergraduate programs, including oversight of both lower- and
31     upper-division advising and instruction as well as student progress through their degree
32     plans, including oversight of evaluation of nontenure-track faculty,
33 (2) preparation of the arts and humanities section of the university's undergraduate catalog,
34 (3) organization of the undergraduate course schedule each semester, with the assistance of
35     the program coordinators and the administrative committee,
36 (4) representation of the interests of the undergraduate programs both within the university
37     and externally, and
38 (5) leadership in maintaining high academic standards and in developing the intellectual and
39     artistic quality of the undergraduate programs.
40
41 3.4    Associate Dean for the Arts
42
43 The Associate Dean for the Arts is generally a tenured member of the faculty, who reports directly
44 to the Dean and assumes the following special responsibilities:
45
46 (1)  serving as program coordinator for Arts and Performance,
47 (2)  organization of the Art and Performance program and courses, including the
48      Art and Performance undergraduate course schedule each semester,
49
50 (1) administration of the VPA Events Office as well as oversight of staff and student employees
51 attached to the program
52 (2) oversight of VPA spaces and equipment
53 (3) initial planning and the general coordination of the school's VPA events,
54 (4) representing the interests of the undergraduate Art and Performance programs both
55     within the university and externally, and
56 (4) leadership in maintaining high academic standards and in developing the intellectual and

1    ~~artistic quality of the undergraduate programs in the arts.~~
2
3    3.5    Other Officers
4
5        3.5.1    Program Coordinators
6
7        With the advice of the faculty in History and Philosophy, Literature, and Visual and Performing
8        Arts ~~historical studies and literary studies~~, the Dean shall appoint program coordinators in each
9        field for a three-year, renewable term of service.  The program coordinators are generally tenured
10       or tenure-track faculty and will hold the appropriate terminal degree.  Program coordinators will
11       receive an administrative stipend.  Program coordinator responsibilities include organization of
12       the history, philosophy, literature, and visual and performing arts courses including the course
13       schedules each semester; curricular planning, including attendance at meetings of the Curriculum
14       Committee, when one is in operation; and preparation of SACSSOC reports, in collaboration with
15       the Associate Deans, the Dean, and relevant University personnel.  The program coordinator's
16       decisions on these matters will be supported by the Associate Deans of Graduate and
17       Undergraduate Studies and the Dean.  Program coordinators may not serve on the Executive
18       Committee during their service as coordinators.
19
20       3.5.2    Additional Officers
21
22       With the advice and consent of the school's Executive Committee, the Dean may appoint
23       additional administrative officers deemed useful to the management of the school.
24
25
26   **4.0 STANDING AND SPECIAL COMMITTEES**
27
28   4.1 Executive Committee
29
30       The Executive Committee consists of the Dean, the Associate Deans, six (6) tenured or tenure-
31       track faculty members, two (2) from each of the three (3) general sections of the school (Art &
32       Performance / Aesthetic Studies, Literary Studies, and Historical Studies / History of Ideas).
33
34           The faculty representatives are chosen by open nomination and paper ballot (at the first faculty
35           meeting of the year) for two-year nonrenewable terms, with membership staggered so that
36           three sitting members leave the committee and three new members join it each year.  A person
37           nominated for the committee must consent to the nomination either orally, if
38           present, or in writing, if not.
39
40       The committee is chaired by the Dean and meets at least monthly during the regular academic
41       year.  It serves as the principal advisory body for both the faculty and the Dean in their educational
42       mission.
43
44       The committee assumes the duties of the school's previous budget and planning, nominating,
45       and development committees.  Thus its responsibilities include:
46
47           (1) advising the Dean on strategic planning and general budgetary issues for the school,
48           (2) considering proposals from section meetings regarding curricular matters and, when
49               appropriate, assisting in the preparation of motions on academic policy or curricular
50               matters for full deliberation and vote in faculty meetings,
51           (3) considering proposals from section meetings regarding personnel and hiring and, when
52               necessary, recommending priorities among such proposals,
53           (4) proposing the membership of search committees as well as other school committees
54               for which this document does not provide election,
55           (5) developing public-relations and fundraising programs for the school, in particular
56               identifying appropriate programmatic grant proposals,

(6) identifying and recommending new members of the school's advisory board, and
(7) developing guidelines for the administration of any school-wide research programs or research awards.

## 4.2 Administrative Committee

The Administrative Committee consists of the Dean and the three (3) Associate Deans.

The committee is chaired by the Dean and meets regularly at his or her discretion to advise and assist the Dean in both long-range planning and the day-to-day administration of the school's activities. These meetings may include Assistant Deans and other administrative personnel at the discretion of the Associate Deans and Dean.

The committee also assumes the following responsibilities:

(1) review of the scheduling of undergraduate and graduate courses to ensure proper balance in curricular offerings and effective course scheduling,
(2) oversight of the application of the guidelines for all school-wide core courses,
(3) review of and advice concerning the school's sections in the annual university catalog, and
(4) consideration of space, equipment, and facilities in order to establish priorities for the school in each of these areas.

## 4.3 Faculty Personnel Review Committee

With the advice and consent of the A&H Executive Committee, the Dean appoints six (6) tenured professors, one (1) full and one (1) Associate professor from each of the three (3) sections of the school, to the Faculty Personnel Review Committee. They serve for two-year nonrenewable terms, with membership staggered so that three sitting members leave the committee and three new members join it each year. Members of the executive and administrative committees may not serve simultaneously on this committee.

The Dean chairs the committee, and its tasks are those specified in the university's policy memorandum UTDPP 1064:

Annually the full professors on the FPRC (or if the Dean prefers, a meeting of all the school's full professors) will consider the files of all Associate professors to determine whether or not to recommend the appointment of *ad hoc* committees to review them for promotion to full professorships.

The committee shall not consider the teaching evaluations (organized by the committee on effective teaching) of Non-Tenure Track Faculty ("NTTF"), which review process is addressed in Section 6 below.

The committee proposes the membership for all *ad hoc* committees undertaking reviews for reappointment, tenure, and/or promotion of tenured and tenure-track faculty members, including periodic performance evaluation (PPE") of tenured faculty.

Meeting separately from the Dean, the FPRC reviews all applications for Special Faculty Development Assignments ("SFDA") and then makes its recommendations to the Dean. The criteria for the committee's evaluations and recommendations are in written form and open to the faculty after the decision process is complete.

## 4.4 Graduate Studies Committee

With the advice and consent of the school's executive committee, the Dean appoints six (6) tenured and tenure-track faculty members, two (2) from each of the three (3) sections of the

school, to the graduate studies committee (GSC).  They serve for three-year terms, with membership staggered so that the three longest-serving members leave the committee and three new members join it each year.  In addition, there is one elected student representative from the graduate program.

The Associate Dean for Graduate Studies chairs the committee, which is responsible for:

(1) oversight of all graduate programs for conformity with regulations established by the university and by the school faculty,
(2) advising the Associate Dean of graduate studies on admission, discipline, and dismissal of graduate students,
(3) approval of graduate student portfolio, thesis, and dissertation proposals,
(4) advising the Associate Dean on the appointment, assignment, and training of teaching assistants, and
(5) recommendations to the faculty for improvements in the structure, operation, courses, and development of the graduate program.

4.5  Committee on Effective Teaching

The committee on effective teaching, mandated by the university policy memorandum UTDPP 1006, consists of five (5) tenured faculty members, one (1) from each of the three (3) sections of the school plus the Associate Deans for graduate and undergraduate studies. With the approval of a majority of the executive committee, the Dean appoints the three (3) faculty members for two-year nonrenewable terms, with membership staggered so that one sitting member leaves the committee and one new member joins it each year.  Of these three (3) members, the one serving longest will serve as chair.

The committee is to promote excellence in teaching across the school, and in compliance with the policy memorandum and earlier practice, it:

(1) gathers comprehensive data on teaching responsibilities and prepares an annual report to the Dean on teaching effectiveness,
(2) develops and administers a procedure for evaluation of teaching, one using written objective standards that include course evaluations, teaching load contributions, the diversity of courses taught, course development and administration, as well as graduate
. supervision and service on honors, portfolio, casebook, and dissertation committees,
(3) develops mechanisms for faculty members to comment on their evaluations and to provide information they feel is pertinent to the process of teaching evaluation,
(4) consults with graduate and undergraduate students on teaching and classroom issues, and
(5) constitutes, along with one representative each from the graduate and undergraduate students, a special committee to consider nominations and make recommendations for the school's teaching awards to the Dean.

4.6     Special Committees.  From time to time there may exist a need for Special Committees.  The Dean shall appoint faculty to said special committees which may consist of tenured, tenure-track, and non-tenure track faculty depending on the purpose of each of said special committees.  When the service of each of said special committees has been completed, said special committee shall be disbanded unless it is determined by a two-thirds vote of the voting faculty at a regular faculty meeting that said special committee should become a regular standing committee.  At that faculty meeting, the continued purposes of said committee shall be determined.

**5.0  STANDARDS AND PROCEDURES FOR APPOINTMENT OF TENURE TRACK FACULTY**

According to UTDPP 1057, these are the procedures all Schools must follow to make these appointments (practice specific to A&H has been included where necessary):

1
2 (1) Approval of academic positions by the Executive Vice President and Provost (Provost) at
3 the request of the School Dean.

4 (2) Submission of search plan including documentation of compliance with affirmative action
5 procedures to the Provost by the School Dean and formation of search committee, appointed by
6 the Dean with the advice of the Executive Committee, of three (3) to five (5) members, with one
7 (1) of these to be in a program outside of the one in which the hire is proposed. The Chair shall
8 be a tenured faculty member.

9 (3) Approval of the search plan by the Provost.

10 (4) Evaluation of applicants and identification of preferred candidates by the Search
11 Committee.

12 (5) Interviews conducted with preferred candidates.

13 (6) Vote of the faculty of the concerned school or department(s) on the recommendation of the
14 ad hoc committee.

15 (7) The vote should follow the same procedures as for promotion and tenure
16 recommendations, and the voting faculty should include all appropriate rank tenure-track in the
17 school or department(s) in which the appointment will be made.

18 (8) Recommendation for appointment by the Search Committee and summary report of
19 compliance with University affirmative action procedures added to candidate's file and file
20 forwarded to the School Dean.

21 (9) Recommendation by the School Dean added to the candidate's file and file forwarded to the
22 Committee on Qualifications (CQ).

23 (10) CQ forwards file including its recommendation to the Provost.

24 Because of the vicissitudes of the hiring process, alternate candidates may be recommended for
25 appointment through the process outlined above.

26 If the Provost approves the recommended appointment, the candidate's file and request for
27 appointment will be forwarded to the President.

28 All applicant files will originate in the Office of the Provost. Applications sent directly to the Search
29 Committee will be forwarded to the Office of the Provost for initial processing although the Search
30 Committee may retain copies of pertinent information. After initial processing, the Office of the
31 Provost will forward the applicant file to the Search Committee.

32 An applicant file will be created when a letter of interest or a curriculum vita has been received from
33 an applicant. Copies of all correspondence between the Search Committee and the applicant,
34 letters requesting recommendations, and responses must be part of the applicant's file. No one
35 may remove items from the file. Search Committee recommendations regarding the applicant are
36 to be based solely on information in the official file.

37
38 **6.0    STANDARDS AND PROCEDURES FOR INITIAL APPOINTMENT OF NON-TENURE**
39 **TRACK FACULTY**
40
41     6.1    Special Committee.    The Dean shall appoint a Special Committee to consider the
42     appointment of any NTTF required for the teaching, administrative, and service needs of A&H.
43
44     6.2    Special Committee Composition.    The Special Committee so established shall consist of
45     three (3) faculty members as follows:  one (1) tenured/tenure-track faculty members in the track
46     the NTTF member will be serving within; one (1) Associate Dean; and one (1) NTTF member of
47     higher rank, if available, already serving within the track.  The search committee will recommend
48     a candidate and an initial hiring rank to the Dean; program faculty will be given the opportunity to
49     comment on this recommendation prior to any formal job offer.
50

6.3     Procedure.  The Special Committee shall review all applications according to the needs of A&H and the track.    Upon review completion, the Special Committee shall make its recommendations to the Dean; the Dean will call a vote on these recommendations by the program voting faculty;  and the Dean shall make his/her recommendations to the Provost for the hire of NTTF.  The Dean and/or the Provost shall be responsible for determining whether the SACSCOC requirements have been met for the proposed teaching assignment(s) of all NTTF.

## 7.0     STANDARDS AND PROCEDURES FOR PROMOTION OF NON-TENURE TRACK FACULTY

7.1     Promotion Review Request.  Non-tenure track faculty ("NTTF") may be reviewed for promotion each time their employment contract term is up for renewal at UTDallas.

7.2     Promotion Review Faculty Committee.  A Promotion Review Faculty Committee ("PRFC"), appointed by the Dean for each NTTF member requesting review, will review the credentials of said NTTF member.

    7.2.1  Committee Composition. The special faculty committee will consist of three (3) faculty members.  The composition of each committee shall consist of at least one (1) tenured or tenure-track faculty member and at least one (1) higher-ranked NTTF within the area of study being reviewed, where available.

    7.2.2  Committee Selection Process.  Each ;NTTF member requesting review will submit five (5) names of possible committee members to the Dean.  Within ten (10) days after submission, the Dean will appoint two (2) committee members from the list so submitted in addition to at least one (1) tenured or tenure-track faculty member whose name may or may not be on the list submitted by the NTTF member. Further, at least one (1) committee member must be a NTTF member of higher rank than the NTTF member under promotion review.

7.4     Evaluation Procedure.  The evaluation procedure administered by the special faculty committee shall consist of three (3) elements:  (a) peer-reviewed research and academic achievement; (b) teaching effectiveness; and (c) university citizenship.    Contracts will specify the duties of NTTF in terms of the proportion of effort expected under each of these categories.

    7.4.1  Peer-Reviewed Research and Academic Achievement.  Peer-reviewed research and academic achievement are not required of NTTF as part of their normal assigned responsibilities at UTDallas. However, NTTF have the same standing to seek funding for, and to pursue, independent funded research as other faculty.  Even though this element is not required, if present, it may be noted in peer reviews.

    Evidence of research and academic achievements can include publication in peer-reviewed journals; monographs which contribute to advancing knowledge or its utilization in the resolution of societal problems; development of widely adopted clinical or educational techniques or programs which advance the quality of life; presentations at professional gatherings; literary publications, performances, and visual and other artistic contributions in regional and national exhibitions.

    The lack of any peer-reviewed research and academic achievement shall not be considered in preventing any NTTF from receiving promotion as this element is not a required element for promotion of NTTF under the Faculty Senate.

    7.4.2  Teaching Effectiveness.  Teaching effectiveness is not to be measured solely in terms of teaching in organized courses.  It also includes the ability and willingness to develop new courses and to teach a wide variety of courses.  The PRFC should consider the importance of such courses taught to instructional programs and the development of innovative teaching

methods.  Teaching also extends to curriculum development and student advisement.  To this end, the PRFC shall review the following in determiningg teacher effectiveness:

7.4.2.2    Teaching Portfolio consisting of:
- Course syllabi for up to the three (3) most current years
- Examples of teaching materials
- Student evaluations from the three (3) most current years
- Written statements and/or letters by faculty and/or students
- All other materials selected by the NTTF under review

7.4.2.3    Teaching narrative statement by NTTF member between 1-3 pages in length.

7.4.2.4    PRFC reports of classroom observation.  Specifically, at least two (2) of the three (3) PRFC members will conduct independent classroom observations for the duration of at least thirty (30) minutes and up to one (1) hour in length for each observation.  The proposed classroom observation form is attached to these Bylaws as Appendix 1.

7.4.2.5    Upon completion of the in-class observation, the NTTF member may request and the observer must provide an oral review of fifteen (15) to thirty (30) minutes in length at the mutual convenience of the NTTF member and observer, which shall occur in no event more than five (5) days after the classroom observation.

7.4.3 University Citizenship.   Administrative duties, service on committees, research, professional service, and clinical or outside professional service that enhances instructional skills may be areas considered by the PRFC.

7.5    Written Recommendation by PRFC.  The PRFC shall make its written recommendation to the Dean within 45 days of the committee appointment date, but in no event later than March 31 in the year the NTTF member requests promotion review.

7.6    Faculty Vote.  After the special faculty committee recommendation report is submitted to the Dean on or before March 31 in any school year, the above-rank voting faculty shall vote on the written recommendation at the April faculty meeting of the same school year.

7.7    Dean's Written Recommendation.  The Dean shall make his/her written recommendation report to the Provost of UT Dallas based on the teaching portfolio, written recommendation report of the special faculty committee, and the faculty vote.

**8.0    REVISION AND AMENDMENT OF GOVERNANCE PROCEDURES**

These Bylaws may be revised or amended via motions placed on the agenda of regular faculty meetings by the procedures outlined above and carried by a simple majority vote of voting faculty members.

Such revisions or amendments shall be approved by the Dean and the academic senate and, if so approved, shall be incorporated into these Bylaws.

Copies of these Bylaws as accepted by the faculty and approved by the Dean and as subsequently revised or amended and approved are made available to the faculty by the Dean's office.

**Endowed Chairs, Professorships, and Fellowships – UTDPPxxxx**

**Policy Statement**

Rule 60202 Endowment Academic Positions of The University of Texas System's Board of Regents, *Rules and Regulations*, and The University of Texas at Dallas' policies, UTDBP3034 University Endowment Policy and UTDBP3004 Gifts and Grants from Private Philanthropic Sources govern the effective management of endowed chairs, professorships, and fellowships.

This policy defines the purpose, establishment, oversight, and administration regarding the appointment based on the faculty's exemplary and/or rising scholarship accomplishment to hold the endowed academic position, the length of the appointment and reappointment if appropriate, the allocation of available resources and how these resources would be used, and the periodic review/evaluation of the individual holding the appointment.

Endowed chairs, professorships, and fellowships enrich the academic environment by building high-quality faculty talent through teaching, mentoring, and research or creative activities, and service to the University. These endowed academic positions are also crucial for recruiting and retaining the highest-quality faculty at the University and in turn, attracting the brightest students.

**Definitions**

Endowed Academic Positions – Endowment agreements will establish the endowed academic positions and outline conditions or restrictions such as specified positions, length of appointment and/or reappointment if appropriate, selection criteria, and fund distribution.

Endowed Chair/Professorship – A faculty position will be supported by an endowment from which distributions are dedicated to reasonable salary support (as determined by institutional policy), salary supplementation, research support, and/or other professional support of a faculty member, subject to the endowment agreement criteria. The holder will normally be a faculty member who has had a distinguished career, and in general, the holder will have been recognized for their distinguished achievements in teaching; research or creative activities; and service to the University, the profession, and the intellectual field nationally and/or internationally. Endowed chairs, including Distinguished University Chair, Distinguished Chair, and Chair, and endowed professorships would be awarded to tenured faculty at the rank of professor. An associate professor or an untenured faculty member may be appointed as Fellow of a Chair or Professorship. Except in extraordinary circumstances, the holder will be named to an Endowed Chair or Professorship for a specified length of time.

Endowed Fellowship – A faculty position will be supported by an endowment from which distributions are dedicated to reasonable salary support (as determined by institutional policy), salary supplementation, research support, and/or other professional support of a faculty member of any academic rank, subject to the endowment agreement criteria. The holder will

normally be a faculty member who exhibits demonstrated accomplishment or future promise in the intellectual field. The Endowed Fellowship will be awarded for a specified length of time.

**Responsibilities**

A. President
   1. Requests prior approval of a Request for Budget Change from The University of Texas System (UT System) Board of Regents.
   2. Makes final recommendation regarding an appointment to an endowed position and forwards the recommendation to The UT System.

B. Chief Academic Officer
   1. Recommends to the President appointment of a faculty member to an endowed position based on the recommendation of and the concurrence of the School Dean.
   2. Consults with appropriate School Dean to develop a plan to fill a vacated endowed position.
   3. Reviews and approves Endowment Expenditure Plan submitted by School Deans holding endowed positions.
   4. Receives copies of Endowment Expenditure Plans from all Schools and transmits them to the Vice President for Development and Alumni Relations.

C. School Dean
   1. Recommends candidates for appointment to endowed positions to the Chief Academic Officer.
   2. Reviews evaluations conducted by the Department Head / Program Head of the Annual Performance Appraisal Report submitted by faculty in endowed positions in relation to their six-year plans.
   3. As part of a Comprehensive Review Process that may include review and recommendation by a committee in the School, the Dean reviews and recommends to the Chief Academic Officer the reappointment of an incumbent in an endowed position.
   4. Reviews and approves the Endowment Expenditure Plan for faculty in endowed positions and forwards it to the Chief Academic Officer.

D. Endowed Chair and Endowed Professor
   1. Completes mandatory university endowment compliance training biannually.
   2. Develops a six-year plan with explicit expectations with short-term and long-term goals and submits it for approval to the School Dean (or the next higher level of approval, as appropriate).

3. Submits an annual Endowment Expenditure Plan to the School Dean with a copy to the school fiscal officer (or the next higher level of approval, as appropriate).
4. Submits an Annual Report of activities as part of the Annual Faculty Performance Appraisal process.
5. In the fall of the last year of the appointment, submits a comprehensive report related to the six-year plan to the School Dean (or the next higher level of approval, as appropriate) for review and recommendation concerning reappointment.

E. Endowed Faculty Fellow
1. Completes mandatory university endowment compliance training annually.
2. Develops a one-year plan with explicit expectations regarding what is to be accomplished during that year and submits the plan to the School Dean (or the next higher level of approval, as appropriate).
3. Submits an Annual Report of activities as part of the Annual Faculty Performance Appraisal Process to the School Dean (or the next higher level of approval, as appropriate).
4. In the fall of each year appointed to the fellowship, submits a comprehensive report related to the one-year plan to the School Dean (or the next higher level of approval, as appropriate) for review and recommendation concerning reappointment.

**Selection Process**
To recruit and retain the highest-quality faculty, appointments are recommended to the President by the Provost after consultation/concurrence of the Dean.

Indicators of excellence should be stated for each type of endowed academic position. Specifically, selection criteria shall recognize a distinguished record of excellence for qualified candidates at the rank of professor who demonstrate accomplishments to be appointed to endowed chairs or professorships. Qualified candidates at any academic rank who indicate future promise in the intellectual field may be appointed to fellowships. The selection criteria shall account for a prospective holder's ability to contribute substantially to the mission and goals of the University, the School, and/or the Department/Program.

The School Dean shall make recommendations of qualified candidates in consultation with the Chief Academic Officer who will review them. Upon agreement and approval, the Chief Academic Officer will forward these recommendations to the President who will make the final recommendation regarding the appointment to an endowed position and forwards the recommendation(s) to The University of Texas System.

**Length of Appointment**
Unless otherwise stated in the endowment agreement, the initial appointment is for a period of six years. The appointments for Endowed Chair and Endowed Professor positions are

renewable for six years, and Endowed Fellows are renewable annually. The President, in consultation with the Chief Academic Officer, may choose a different initial length of appointment. Renewal is at the discretion of the President, based on a recommendation of the Chief Academic Officer in consultation with the School Dean who reviews the annual evaluation of the faculty member's teaching, research, and service performance, the School's Faculty Peer Review Committee integral to the periodic performance review process, and the overall needs of the University.

**Periodic Review**
Periodic review procedures for endowed appointments should be in accordance with the University's policies, UTDPP1064 Procedures Governing Periodic Performance Evaluation of Tenured Faculty, UTDPP1089 Annual Review of Faculty, and UTDPP1047 Evaluation of Academic Administrators.

**Allocation and Use of Endowment Distributions / Available Resources**
Funds distributed from these endowments will be used to advance the goals and objectives of The University of Texas at Dallas. Subject to the conditions or restrictions requirement by the donor(s) and consistent with guidelines approved by The University of Texas System Board of Regents for the endowment of an academic position (as set forth in Regents' Rule 60202).

Annually, the recipient of the endowment, in cooperation with the School's fiscal officer, shall complete the Report of Endowment Fund Use form. The form must be submitted to the School Dean, who then submits copies to the Office of the Provost and to the Office of Development and Alumni Relations. In addition, the recipient of the endowment is expected to write annual letters of appreciation for the funds to the donor or their designee or administrator.

**Relevant Policies**
UTDBP3034 University Endowment Policy
UTDBP3004 Gifts and Grants from Private Philanthropic Sources
UTDPP1077 General Standards and Procedures Faculty Promotion Reappointment and Tenure
UTDPP1064 Procedures Governing Periodic Performance Evaluation of Tenured Faculty
UTDPP1089 Annual Review of Faculty
UTDPP1047 Evaluation of Academic Administrators

The University of Texas System Regents' Rule 60202

**Endowed Chairs, Professorships, and Fellowships – UTDPPxxxx**

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Rule 60202 Endowment Academic Positions of The University of Texas System's Board of Regents, *Rules and Regulations*, and The University of Texas at Dallas' policies, UTDBP3034 University Endowment Policy and UTDBP3004 Gifts and Grants from Private Philanthropic Sources govern the effective management of endowed chairs, professorships, and fellowships.

This policy defines the purpose, establishment, oversight, and administration regarding the appointment based on the faculty's exemplary and/or rising scholarship accomplishment to hold the endowed academic position, the length of the appointment and reappointment if appropriate, the allocation of available resources and how these resources would be used, and the periodic review/evaluation of the individual holding the appointment.

Endowed chairs, professorships, and fellowships enrich the academic environment by building high-quality faculty talent through teaching, mentoring, and research or creative activities, and service to the University.  These endowed academic positions are also crucial for recruiting and retaining the highest-quality faculty at the University and in turn, attracting the brightest students.

**Definitions**

Endowed Academic Positions – Endowment agreements will establish the endowed academic positions and outline conditions or restrictions such as specified positions, length of appointment and/or reappointment if appropriate, selection criteria, and fund distribution.

Endowed Chair/Professorship – A faculty position will be supported by an endowment from which distributions are dedicated to reasonable salary support (as determined by institutional policy), salary supplementation, research support, and/or other professional support of a faculty member, subject to the endowment agreement criteria. The holder will normally be a faculty member who has had a distinguished career, and in general, the holder will have been recognized for their distinguished achievements in teaching; research or creative activities; and service to the University, the profession, and the intellectual field nationally and/or internationally.  Endowed chairs, including Distinguished University Chair, Distinguished Chair, and Chair, and endowed professorships would be awarded to tenured faculty at the rank of professor.  An associate professor or an untenured faculty member may be appointed as Fellow of a Chair or Professorship.  Except in extraordinary circumstances, the holder will be named to an Endowed Chair or Professorship for a specified length of time.

Endowed Fellowship – A faculty position will be supported by an endowment from which distributions are dedicated to reasonable salary support (as determined by institutional policy), salary supplementation, research support, and/or other professional support of a faculty member of any academic rank, subject to the endowment agreement criteria. The holder will

normally be a faculty member who exhibits demonstrated accomplishment or future promise in the intellectual field. The Endowed Fellowship will be awarded for a specified length of time.

**Responsibilities**

A. President
   1. Requests prior approval of a Request for Budget Change from The University of Texas System (UT System) Board of Regents.
   2. Makes final recommendation regarding an appointment to an endowed position and forwards the recommendation to The UT System.

B. Chief Academic Officer
   1. Recommends to the President appointment of a faculty member to an endowed position based on the recommendation of and the concurrence of the School Dean.
   2. Consults with appropriate School Dean to develop a plan to fill a vacated endowed position.
   3. Reviews and approves Endowment Expenditure Plan submitted by School Deans holding endowed positions.
   4. Receives copies of Endowment Expenditure Plans from all Schools and transmits them to the Vice President for Development and Alumni Relations.

C. School Dean
   1. Recommends candidates for appointment to endowed positions to the Chief Academic Officer.
   2. Reviews evaluations conducted by the Department Head / Program Head of the Annual Performance Appraisal Report submitted by faculty in endowed positions in relation to their six-year plans.
   3. As part of a Comprehensive Review Process that may include review and recommendation by a committee in the School, the Dean reviews and recommends to the Chief Academic Officer the reappointment of an incumbent in an endowed position.
   4. Reviews and approves the Endowment Expenditure Plan for faculty in endowed positions and forwards it to the Chief Academic Officer.

D. Endowed Chair and Endowed Professor
   1. Completes mandatory university endowment compliance training biannually.
   2. Develops a six-year plan with explicit expectations with short-term and long-term goals and submits it for approval to the School Dean (or the next higher level of approval, as appropriate).

3. Submits an annual Endowment Expenditure Plan to the School Dean with a copy to the school fiscal officer (or the next higher level of approval, as appropriate).
4. Submits an Annual Report of activities as part of the Annual Faculty Performance Appraisal process.
5. In the fall of the last year of the appointment, submits a comprehensive report related to the six-year plan to the School Dean (or the next higher level of approval, as appropriate) for review and recommendation concerning reappointment.

E. Endowed Faculty Fellow
1. Completes mandatory university endowment compliance training annually.
2. Develops a one-year plan with explicit expectations regarding what is to be accomplished during that year and submits the plan to the School Dean (or the next higher level of approval, as appropriate).
3. Submits an Annual Report of activities as part of the Annual Faculty Performance Appraisal Process to the School Dean (or the next higher level of approval, as appropriate).
4. In the fall of each year appointed to the fellowship, submits a comprehensive report related to the one-year plan to the School Dean (or the next higher level of approval, as appropriate) for review and recommendation concerning reappointment.

**Selection Process**

To recruit and retain the highest-quality faculty, appointments are recommended to the President by the Provost after consultation/concurrence of the Dean.

Indicators of excellence should be stated for each type of endowed academic position. Specifically, selection criteria shall recognize a distinguished record of excellence for qualified candidates at the rank of professor who demonstrate accomplishments to be appointed to endowed chairs or professorships. Qualified candidates at any academic rank who indicate future promise in the intellectual field may be appointed to fellowships. The selection criteria shall account for a prospective holder's ability to contribute substantially to the mission and goals of the University, the School, and/or the Department/Program.

The School Dean shall make recommendations of qualified candidates in consultation with the Chief Academic Officer who will review them. Upon agreement and approval, the Chief Academic Officer will forward these recommendations to the President who will make the final recommendation regarding the appointment to an endowed position and forwards the recommendation(s) to The University of Texas System.

**Length of Appointment**

Unless otherwise stated in the endowment agreement, the initial appointment is for a period of six years. The appointments for Endowed Chair and Endowed Professor positions are

renewable for six years, and Endowed Fellows are renewable annually. The President, in consultation with the Chief Academic Officer, may choose a different initial length of appointment. Renewal is at the discretion of the President, based on a recommendation of the Chief Academic Officer in consultation with the School Dean who reviews the annual evaluation of the faculty member's teaching, research, and service performance, the School's Faculty Peer Review Committee integral to the periodic performance review process, and the overall needs of the University.

**Periodic Review**

Periodic review procedures for endowed appointments should be in accordance with the University's policies, UTDPP1064 Procedures Governing Periodic Performance Evaluation of Tenured Faculty, UTDPP1089 Annual Review of Faculty, and UTDPP1047 Evaluation of Academic Administrators.

**Allocation and Use of Endowment Distributions / Available Resources**

Funds distributed from these endowments will be used to advance the goals and objectives of The University of Texas at Dallas. Subject to the conditions or restrictions requirement by the donor(s) and consistent with guidelines approved by The University of Texas System Board of Regents for the endowment of an academic position (as set forth in Regents' Rule 60202).

Annually, the recipient of the endowment, in cooperation with the School's fiscal officer, shall complete the Report of Endowment Fund Use form. The form must be submitted to the School Dean, who then submits copies to the Office of the Provost and to the Office of Development and Alumni Relations. In addition, the recipient of the endowment is expected to write annual letters of appreciation for the funds to the donor or their designee or administrator.

**Relevant Policies**

UTDBP3034 University Endowment Policy
UTDBP3004 Gifts and Grants from Private Philanthropic Sources
UTDPP1077 General Standards and Procedures Faculty Promotion Reappointment and Tenure
UTDPP1064 Procedures Governing Periodic Performance Evaluation of Tenured Faculty
UTDPP1089 Annual Review of Faculty
UTDPP1047 Evaluation of Academic Administrators

The University of Texas System Regents' Rule 60202

Request: Academic Senate to endorse the creation of a Senate 3+3+3 committee to review the Academic Senate's policy, UTDPP1047 Evaluation of Academic Administrators, primarily paying particular attention to

- reviewing and perhaps revising the survey questions, which have not been significantly reviewed and updated since 2007.
  - Some considerations for the survey questions include making them more relevant to the roles; having shorter, more-direct wording; and considerations of question format (Likert scale, splitting comment boxes into strengths/weaknesses, etc.)

In addition, the ad-hoc committee will review the policy:
- for general updates (example: the policy reference to these questions still uses to a policy numbering scheme—PM 96-III.xx-yy—that has not been in use for more than a decade)

- To ensure that all aspects of it are being followed (example: reporting of information back to the Academic Senate, etc)

- To ensure alignment with external expectations (example: Regents Rule 31101 lists external stakeholders, such as alumni and community leaders, as being included in the process) and best practices (considering policies at other institutions within UT System, Texas, and among our Heptad peers)

Committee members will solicit feedback from school-level and university-level supervisors who have participated in the review process as an evaluator. The Provost's Office can provide relevant information, such as examples of other institutions' policies, to the committee. The Office of Assessment is available to consult on survey design, if needed depending on the background of the committee's expertise.

Associate Provost Mehrdad Nourani can provide information from his experience as the administrator who facilitates the current evaluation process.