Subject: [Records Center] Public Information Request :: R006812-053024

Date: Thursday, June 13, 2024 at 5:16:07 PM Eastern Daylight Time

From: UT Austin Open Records

To: AO Records

--- Please respond above this line ---

RE: PUBLIC RECORDS REQUEST Reference # R006812-053024

Dear Emma Lewis,

The University of Texas at Austin received a public information request from you which provides as follows:

> **Please see the attached request (TX-UT-24-0577)**
>
> **[The following records dated since 9/1/23:**
>
> **1. All records reflecting matters discussed or planned for discussion in all meetings or calls held or planned by the Executive Committee of the School of Civic Leadership ("the Committee") or any portion of the Committee. This request includes all meeting notices, invitations, agendas, minutes, meeting notes, emails, transcripts, lists of meeting attendees, or materials displayed or exchanged during the meetings—such as handouts or PowerPoint presentations —or provided in advance of the meetings.**
>
> **2. Records sufficient to identify any formal or informal criteria used to assess candidates for membership on the Committee.**
>
> **3. Records sufficient to identify all materials (including, but not limited to, recommendations, cover letters, references, resumes, or curriculum vitae) on which Dean Justin Dyer—or any other UT-Austin official tasked with selecting faculty for membership on the Committee—relied when evaluating the eligibility, competency, qualifications, or background of Committee members in connection with their candidacy to serve on the Committee]**

Much of the information that is responsive to your request is now available for download on

our Public Information Portal. Please login to the Public Information Portal at the following link to retrieve the appropriate responsive documents.

[Public Information Request - R006812-053024](#)

The University of Texas at Austin objects to the release of the remaining information that is responsive to your request, including the information that has been redacted from the released records, on the basis that is it protected from disclosure by Texas Gov't Code §§ 552.104 and 552.111. Accordingly, we have asked The University of Texas System's Office of General Counsel to request a ruling from the Office of the Attorney General to determine whether this information is excepted from disclosure. Once we receive the AG's ruling, we will release or withhold the remaining responsive information in accordance therewith.
If you have any questions or need additional information, please feel free to contact my office at 512-471-8300.

Sincerely,

Bob Bonner-Davis
Chief Public Information Coordinator
Office of the Vice President for Legal Affairs

To monitor the progress or update this request please log into the [Public Information Portal](#)

?

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: "Bonevac, Daniel A" <bonevac@austin.utexas.edu>

CC: "Sosa, David" <david_sosa@austin.utexas.edu>
"Stevens, Ann H" <Ann.Stevens@austin.utexas.edu>

Date: 8/30/2023 10:00:00 AM

Subject: SCL Executive Committee

Attachments: 2023.08.28_Civic_Leadership_governance_approved.pdf

Dear Dan,

The Provost's office recently approved a faculty governance policy document for the School of Civic Leadership, which is attached here. In my capacity as interim dean of the School of Civic Leadership, I invite you to serve a one-year term on the School's Executive Committee. The term of appointment will run from 1 September 2023 – 31 August 2024. Consistent with university policy, we are not able to provide additional compensation for university service during the long semester; however, we may provide compensation for service during the summer term if the work of our committee goes beyond the regular 9-month academic year.

I anticipate the service commitment to be modest. We will have regularly scheduled monthly meetings and may call ad hoc meetings as is necessary, but we will only meet when there is outstanding business. During this inaugural year, the main business of the Executive Committee will be to vote on faculty hiring and curricular recommendations. Those recommendations will come to the Executive Committee from ad hoc committees charged with making recommendations for faculty appointments and curriculum proposals, respectively.

Please confirm if you are willing and able to serve; thank you for considering it.

Sincerely,

Justin Dyer

TX-UT-24-0577-A-000001

The University of Texas at Austin
School of Civic Leadership

Faculty Governance Policy
21 August 2023

Section 1. Preamble

The University of Texas System Board of Regents adopted a resolution on 4 May 2023 establishing the School of Civic Leadership at The University of Texas at Austin (UT Austin) and directing the President to take steps necessary to implement its operation. According to the resolution,

> The School will encompass a unique hybrid of classical and professional education. It will engage in a comprehensive, interdisciplinary program of research, teaching, training and equipping students in the knowledge and aptitudes necessary to lead a free society.
>
> It will provide students with foundational knowledge and critical thinking skills steeped in the Western tradition and American constitutional history. It will educate students in the values and principles of a free society and equip them to be the next generation of leadership for our state and nation. It will also prepare them for professional careers in public service, national security, the non-profit sector, and the private sector.

The resolution further moved "that the school will follow the University's governance procedures for new schools and will be led by a dean, who shall report to the provost of the University" with the "understanding that the School will have authority to hire new tenure and tenure-track faculty through existing university procedures and protocols, consistent with the authority of a school at U.T. Austin." It also moved that "under the direction of its faculty and dean, in accordance with university procedures, the School shall develop curricula and offer undergraduate and graduate degrees in relevant areas of study" and further noted that "it is the expectation of the Board of Regents that the School offer Texas General Education required courses, including courses in fulfillment of Texas Code §51.301, and may enroll students from other Colleges and Schools and majors in its General Education courses."

On 16 May 2023, Provost Sharon Wood sent an e-mail to the General Faculty announcing the launch of a national search for the School's dean, consistent with the UT Austin Handbook of Operating Procedures (HOP) 2-2110.

On 24 May 2023, the Texas Higher Education Coordinating Board acknowledged notification from UT Austin to create the School of Civic Leadership.

On 1 July 2023, Provost Sharon Wood appointed Justin Dyer to be dean *ad interim* of the School of Civic Leadership. His term ends when the next dean is appointed or 31 August 2024, whichever occurs earlier.

Interim Dean Justin Dyer proposed the following Faculty Governance Committee structure and Voting Policy for the School of Civic Leadership to take effect on 1 September 2023. Senior Vice Provost Tasha Beretvas approved this Faculty Governance Committee structure and Voting Policy on 21 August 2023. In accordance with HOP 2-1310, department faculty members may suggest modifications to this Policy. No later than 1 September 2026, the School's Faculty Governance Committee shall recommend whether to continue the existing organization, propose a new organization, or revert to a Budget Council system of governance.

Section 2. Form of Faculty Governance Committee

2.1 *Composition*. The initial Faculty Governance Committee of the School of Civic Leadership shall be an Executive Committee. The Executive Committee shall have a minimum of five (5) voting members. Members must be tenured associate or full professors at The University of Texas at Austin.

2.2 *Appointment*. The dean annually shall appoint members of the Executive Committee. Until such time as the School of Civic Leadership has five or more tenured professors with at least 0.25 FTE appointments in the School of Civic Leadership, the dean may, in consultation with relevant deans and department chairs, appoint members of the faculty of other CSUs to serve as members of the School of Civic Leadership's Executive Committee.

2.3 *Chair*. The dean shall serve as the committee chair.

Section 3. Executive Committee Responsibilities and Voting Policy

3.1. *Responsibilities*. The Executive Committee shall be responsible for approving or suggesting modifications to the School's initial mode of governance. The Executive Committee shall also be responsible for generating recommendations related to faculty hiring, faculty review, and curriculum proposals. Each member of the Executive Committee is entitled to one vote in matters for which they are eligible to vote. The dean is not eligible to vote on recommendations made by the Executive Committee.

3.2. *Voting Policy*. The following policies will govern voting eligibility for Executive Committee members:

6/10/2024

TX-UT-24-0577-A-000003

- *Faculty hiring*. All members of the executive committee are eligible to vote on faculty hiring recommendations.
- *Faculty review*.
  - For review of tenure-track faculty members, only tenured faculty at a rank equal to or above the rank for which the candidate is being considered may vote on the review.
  - For review of tenured faculty members, only tenured full professors may vote on the review.
    - In the case of promotion review, if there are fewer than five full professors on the executive committee, the dean shall appoint a number of ad hoc tenured full professors so that there are at least five tenured full professors on each review committee for tenured faculty members.
  - For review of professional-track faculty in the research title series, only tenured faculty at a rank above the candidate and professional-track faculty in the research title series at a rank above the candidate may vote on the review.
  - For review of candidates in the adjunct, clinical, instruction, lecturer, and practice title series, only faculty at a rank above the candidate, regardless of tenure status, may vote on review. Professional-track faculty in the research title series are not eligible to vote for faculty candidates in other title series.
- *Curriculum*. All members of the executive committee are eligible to vote on curricular recommendations.
- *Governance policy*. All members of the executive committee are eligible to vote on recommendations pertaining to the unit's governance policy.

3.3 *Faculty hiring, review, and compensation decisions*. The Executive Committee is responsible for making recommendations to the dean regarding faculty hiring and review. The dean shall make the final recommendation. Where required, the provost, president, chancellor, and Board of Regents (or their delegate) shall make final decisions about faculty review and hiring decisions.

The dean shall make recommendations to the provost about faculty compensation decisions.

3.4. *Meetings and Voting Procedures.* Regular Executive Committee meetings will occur once per month during the fall and spring semesters. The dean shall establish these dates at the beginning of each semester. The dean may also call ad hoc meetings as needed to conduct committee business. Except in the case of urgent business, the dean will announce meetings at least five working days in advance of the meeting. Meetings may be held in person or remotely; in the case of in-person meetings,

TX-UT-24-0577-A-000004

committee members who are not able to attend in person shall be allowed to participate remotely. Three-fifths of the committee's members shall constitute a quorum to do business. The committee shall follow *Robert's Rules of Order*.

3.5 *Standing Committees and Ad Hoc Committees*. Consistent with HOP 2-1020, standing committee(s) of the School of Civic Leadership shall be appointed by the dean annually. The dean may also establish ad hoc committees to advance faculty governance and faculty consultation as needed. Recommendations coming from standing committees or ad hoc committees are subject to review and approval by the Executive Committee. The Curriculum Committee shall be the School's initial standing committee.

DocuSigned by:

S. N̸ 2023-08-28 | 12:5

29CC0BA63AD4410...

APPROVED

TX-UT-24-0577-A-000005

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: "Bonevac, Daniel A" <bonevac@austin.utexas.edu>

CC: "Sosa, David" <david_sosa@austin.utexas.edu>

"Stevens, Ann H" <Ann.Stevens@austin.utexas.edu>

Date: 8/30/2023 10:00:00 AM

Subject: SCL Executive Committee

Attachments: 2023.08.28_Civic_Leadership_governance_approved.pdf

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Dear Dan,

The Provost's office recently approved a faculty governance policy document for the School of Civic Leadership, which is attached here. In my capacity as interim dean of the School of Civic Leadership, I invite you to serve a one-year term on the School's Executive Committee. The term of appointment will run from 1 September 2023 – 31 August 2024. Consistent with university policy, we are not able to provide additional compensation for university service during the long semester; however, we may provide compensation for service during the summer term if the work of our committee goes beyond the regular 9-month academic year.

I anticipate the service commitment to be modest. We will have regularly scheduled monthly meetings and may call ad hoc meetings as is necessary, but we will only meet when there is outstanding business. During this inaugural year, the main business of the Executive Committee will be to vote on faculty hiring and curricular recommendations. Those recommendations will come to the Executive Committee from ad hoc committees charged with making recommendations for faculty appointments and curriculum proposals, respectively.

Please confirm if you are willing and able to serve; thank you for considering it.

Sincerely,

Justin Dyer

TX-UT-24-0577-A-000006

The University of Texas at Austin
School of Civic Leadership

Faculty Governance Policy
21 August 2023

Section 1. Preamble

The University of Texas System Board of Regents adopted a resolution on 4 May 2023 establishing the School of Civic Leadership at The University of Texas at Austin (UT Austin) and directing the President to take steps necessary to implement its operation. According to the resolution,

> The School will encompass a unique hybrid of classical and professional education. It will engage in a comprehensive, interdisciplinary program of research, teaching, training and equipping students in the knowledge and aptitudes necessary to lead a free society.

> It will provide students with foundational knowledge and critical thinking skills steeped in the Western tradition and American constitutional history. It will educate students in the values and principles of a free society and equip them to be the next generation of leadership for our state and nation. It will also prepare them for professional careers in public service, national security, the non-profit sector, and the private sector.

The resolution further moved "that the school will follow the University's governance procedures for new schools and will be led by a dean, who shall report to the provost of the University" with the "understanding that the School will have authority to hire new tenure and tenure-track faculty through existing university procedures and protocols, consistent with the authority of a school at U.T. Austin." It also moved that "under the direction of its faculty and dean, in accordance with university procedures, the School shall develop curricula and offer undergraduate and graduate degrees in relevant areas of study" and further noted that "it is the expectation of the Board of Regents that the School offer Texas General Education required courses, including courses in fulfillment of Texas Code §51.301, and may enroll students from other Colleges and Schools and majors in its General Education courses."

On 16 May 2023, Provost Sharon Wood sent an e-mail to the General Faculty announcing the launch of a national search for the School's dean, consistent with the UT Austin Handbook of Operating Procedures (HOP) 2-2110.

TX-UT-24-0577-A-000007

On 24 May 2023, the Texas Higher Education Coordinating Board acknowledged notification from UT Austin to create the School of Civic Leadership.

On 1 July 2023, Provost Sharon Wood appointed Justin Dyer to be dean *ad interim* of the School of Civic Leadership. His term ends when the next dean is appointed or 31 August 2024, whichever occurs earlier.

Interim Dean Justin Dyer proposed the following Faculty Governance Committee structure and Voting Policy for the School of Civic Leadership to take effect on 1 September 2023. Senior Vice Provost Tasha Beretvas approved this Faculty Governance Committee structure and Voting Policy on 21 August 2023. In accordance with HOP 2-1310, department faculty members may suggest modifications to this Policy. No later than 1 September 2026, the School's Faculty Governance Committee shall recommend whether to continue the existing organization, propose a new organization, or revert to a Budget Council system of governance.

Section 2. Form of Faculty Governance Committee

2.1 *Composition*. The initial Faculty Governance Committee of the School of Civic Leadership shall be an Executive Committee. The Executive Committee shall have a minimum of five (5) voting members. Members must be tenured associate or full professors at The University of Texas at Austin.

2.2 *Appointment*. The dean annually shall appoint members of the Executive Committee. Until such time as the School of Civic Leadership has five or more tenured professors with at least 0.25 FTE appointments in the School of Civic Leadership, the dean may, in consultation with relevant deans and department chairs, appoint members of the faculty of other CSUs to serve as members of the School of Civic Leadership's Executive Committee.

2.3 *Chair*. The dean shall serve as the committee chair.

Section 3. Executive Committee Responsibilities and Voting Policy

3.1. *Responsibilities*. The Executive Committee shall be responsible for approving or suggesting modifications to the School's initial mode of governance. The Executive Committee shall also be responsible for generating recommendations related to faculty hiring, faculty review, and curriculum proposals. Each member of the Executive Committee is entitled to one vote in matters for which they are eligible to vote. The dean is not eligible to vote on recommendations made by the Executive Committee.

3.2. *Voting Policy*. The following policies will govern voting eligibility for Executive Committee members:

TX-UT-24-0577-A-000008

- *Faculty hiring*. All members of the executive committee are eligible to vote on faculty hiring recommendations.
- *Faculty review*.
  - For review of tenure-track faculty members, only tenured faculty at a rank equal to or above the rank for which the candidate is being considered may vote on the review.
  - For review of tenured faculty members, only tenured full professors may vote on the review.
    - In the case of promotion review, if there are fewer than five full professors on the executive committee, the dean shall appoint a number of ad hoc tenured full professors so that there are at least five tenured full professors on each review committee for tenured faculty members.
  - For review of professional-track faculty in the research title series, only tenured faculty at a rank above the candidate and professional-track faculty in the research title series at a rank above the candidate may vote on the review.
  - For review of candidates in the adjunct, clinical, instruction, lecturer, and practice title series, only faculty at a rank above the candidate, regardless of tenure status, may vote on review. Professional-track faculty in the research title series are not eligible to vote for faculty candidates in other title series.
- *Curriculum*. All members of the executive committee are eligible to vote on curricular recommendations.
- *Governance policy*. All members of the executive committee are eligible to vote on recommendations pertaining to the unit's governance policy.

3.3 *Faculty hiring, review, and compensation decisions*. The Executive Committee is responsible for making recommendations to the dean regarding faculty hiring and review. The dean shall make the final recommendation. Where required, the provost, president, chancellor, and Board of Regents (or their delegate) shall make final decisions about faculty review and hiring decisions.

The dean shall make recommendations to the provost about faculty compensation decisions.

3.4. *Meetings and Voting Procedures.* Regular Executive Committee meetings will occur once per month during the fall and spring semesters. The dean shall establish these dates at the beginning of each semester. The dean may also call ad hoc meetings as needed to conduct committee business. Except in the case of urgent business, the dean will announce meetings at least five working days in advance of the meeting. Meetings may be held in person or remotely; in the case of in-person meetings,

committee members who are not able to attend in person shall be allowed to participate remotely. Three-fifths of the committee's members shall constitute a quorum to do business. The committee shall follow *Robert's Rules of Order*.

3.5 *Standing Committees and Ad Hoc Committees*. Consistent with HOP 2-1020, standing committee(s) of the School of Civic Leadership shall be appointed by the dean annually. The dean may also establish ad hoc committees to advance faculty governance and faculty consultation as needed. Recommendations coming from standing committees or ad hoc committees are subject to review and approval by the Executive Committee. The Curriculum Committee shall be the School's initial standing committee.

DocuSigned by:

S. N   2023-08-28 12:5

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APPROVED

TX-UT-24-0577-A-000010

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: "Devin Stauffer" <dstauffer@austin.utexas.edu>

CC: "Brinks, Daniel M" <danbrinks@austin.utexas.edu>

"Stevens, Ann H" <Ann.Stevens@austin.utexas.edu>

Date: 8/30/2023 10:00:00 AM

Subject: SCL Executive Committee

Attachments: 2023.08.28_Civic_Leadership_governance_approved.pdf

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Dear Devin,

The Provost's office recently approved a faculty governance policy document for the School of Civic Leadership, which is attached here. In my capacity as interim dean of the School of Civic Leadership, I invite you to serve a one-year term on the School's Executive Committee. The term of appointment will run from 1 September 2023 – 31 August 2024. Consistent with university policy, we are not able to provide additional compensation for university service during the long semester; however, we may provide compensation for service during the summer term if the work of our committee goes beyond the regular 9-month academic year.

I anticipate the service commitment to be modest. We will have regularly scheduled monthly meetings and may call ad hoc meetings as is necessary, but we will only meet when there is outstanding business. During this inaugural year, the main business of the Executive Committee will be to vote on faculty hiring and curricular recommendations. Those recommendations will come to the Executive Committee from ad hoc committees charged with making recommendations for faculty appointments and curriculum proposals, respectively.

Please confirm if you are willing and able to serve; thank you for considering it.

Sincerely,

Justin Dyer

TX-UT-24-0577-A-000011

The University of Texas at Austin
School of Civic Leadership

Faculty Governance Policy
21 August 2023

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The University of Texas System Board of Regents adopted a resolution on 4 May 2023 establishing the School of Civic Leadership at The University of Texas at Austin (UT Austin) and directing the President to take steps necessary to implement its operation. According to the resolution,

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The resolution further moved "that the school will follow the University's governance procedures for new schools and will be led by a dean, who shall report to the provost of the University" with the "understanding that the School will have authority to hire new tenure and tenure-track faculty through existing university procedures and protocols, consistent with the authority of a school at U.T. Austin." It also moved that "under the direction of its faculty and dean, in accordance with university procedures, the School shall develop curricula and offer undergraduate and graduate degrees in relevant areas of study" and further noted that "it is the expectation of the Board of Regents that the School offer Texas General Education required courses, including courses in fulfillment of Texas Code §51.301, and may enroll students from other Colleges and Schools and majors in its General Education courses."

On 16 May 2023, Provost Sharon Wood sent an e-mail to the General Faculty announcing the launch of a national search for the School's dean, consistent with the UT Austin Handbook of Operating Procedures (HOP) 2-2110.

TX-UT-24-0577-A-000012

On 24 May 2023, the Texas Higher Education Coordinating Board acknowledged notification from UT Austin to create the School of Civic Leadership.

On 1 July 2023, Provost Sharon Wood appointed Justin Dyer to be dean *ad interim* of the School of Civic Leadership. His term ends when the next dean is appointed or 31 August 2024, whichever occurs earlier.

Interim Dean Justin Dyer proposed the following Faculty Governance Committee structure and Voting Policy for the School of Civic Leadership to take effect on 1 September 2023. Senior Vice Provost Tasha Beretvas approved this Faculty Governance Committee structure and Voting Policy on 21 August 2023. In accordance with HOP 2-1310, department faculty members may suggest modifications to this Policy. No later than 1 September 2026, the School's Faculty Governance Committee shall recommend whether to continue the existing organization, propose a new organization, or revert to a Budget Council system of governance.

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2.1 *Composition*. The initial Faculty Governance Committee of the School of Civic Leadership shall be an Executive Committee. The Executive Committee shall have a minimum of five (5) voting members. Members must be tenured associate or full professors at The University of Texas at Austin.

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- *Faculty hiring*. All members of the executive committee are eligible to vote on faculty hiring recommendations.
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  - For review of candidates in the adjunct, clinical, instruction, lecturer, and practice title series, only faculty at a rank above the candidate, regardless of tenure status, may vote on review. Professional-track faculty in the research title series are not eligible to vote for faculty candidates in other title series.
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TX-UT-24-0577-A-000014

committee members who are not able to attend in person shall be allowed to participate remotely. Three-fifths of the committee's members shall constitute a quorum to do business. The committee shall follow *Robert's Rules of Order*.

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DocuSigned by:

S. N   2023-08-28 | 12:5

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APPROVED

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: "Carrell, Scott E" <scott.carrell@austin.utexas.edu>

CC: "Wiseman, Thomas E" <wiseman@austin.utexas.edu>

"Stevens, Ann H" <Ann.Stevens@austin.utexas.edu>

Date: 8/30/2023 10:00:00 AM

Subject: SCL Executive Committee

Attachments: 2023.08.28_Civic_Leadership_governance_approved.pdf

Dear Scott,

The Provost's office recently approved a faculty governance policy document for the School of Civic Leadership, which is attached here. In my capacity as interim dean of the School of Civic Leadership, I invite you to serve a one-year term on the School's Executive Committee. The term of appointment will run from 1 September 2023 – 31 August 2024. Consistent with university policy, we are not able to provide additional compensation for university service during the long semester; however, we may provide compensation for service during the summer term if the work of our committee goes beyond the regular 9-month academic year.

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Please confirm if you are willing and able to serve; thank you for considering it.

Sincerely,

Justin Dyer

TX-UT-24-0577-A-000016

The University of Texas at Austin
School of Civic Leadership

Faculty Governance Policy
21 August 2023

Section 1. Preamble

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>
> It will provide students with foundational knowledge and critical thinking skills steeped in the Western tradition and American constitutional history. It will educate students in the values and principles of a free society and equip them to be the next generation of leadership for our state and nation. It will also prepare them for professional careers in public service, national security, the non-profit sector, and the private sector.

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TX-UT-24-0577-A-000017

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Section 2. Form of Faculty Governance Committee

2.1 *Composition*. The initial Faculty Governance Committee of the School of Civic Leadership shall be an Executive Committee. The Executive Committee shall have a minimum of five (5) voting members. Members must be tenured associate or full professors at The University of Texas at Austin.

2.2 *Appointment*. The dean annually shall appoint members of the Executive Committee. Until such time as the School of Civic Leadership has five or more tenured professors with at least 0.25 FTE appointments in the School of Civic Leadership, the dean may, in consultation with relevant deans and department chairs, appoint members of the faculty of other CSUs to serve as members of the School of Civic Leadership's Executive Committee.

2.3 *Chair*. The dean shall serve as the committee chair.

Section 3. Executive Committee Responsibilities and Voting Policy

3.1. *Responsibilities*. The Executive Committee shall be responsible for approving or suggesting modifications to the School's initial mode of governance. The Executive Committee shall also be responsible for generating recommendations related to faculty hiring, faculty review, and curriculum proposals. Each member of the Executive Committee is entitled to one vote in matters for which they are eligible to vote. The dean is not eligible to vote on recommendations made by the Executive Committee.

3.2. *Voting Policy*. The following policies will govern voting eligibility for Executive Committee members:

TX-UT-24-0577-A-000018

- *Faculty hiring*. All members of the executive committee are eligible to vote on faculty hiring recommendations.
- *Faculty review*.
  - For review of tenure-track faculty members, only tenured faculty at a rank equal to or above the rank for which the candidate is being considered may vote on the review.
  - For review of tenured faculty members, only tenured full professors may vote on the review.
    - In the case of promotion review, if there are fewer than five full professors on the executive committee, the dean shall appoint a number of ad hoc tenured full professors so that there are at least five tenured full professors on each review committee for tenured faculty members.
  - For review of professional-track faculty in the research title series, only tenured faculty at a rank above the candidate and professional-track faculty in the research title series at a rank above the candidate may vote on the review.
  - For review of candidates in the adjunct, clinical, instruction, lecturer, and practice title series, only faculty at a rank above the candidate, regardless of tenure status, may vote on review. Professional-track faculty in the research title series are not eligible to vote for faculty candidates in other title series.
- *Curriculum*. All members of the executive committee are eligible to vote on curricular recommendations.
- *Governance policy*. All members of the executive committee are eligible to vote on recommendations pertaining to the unit's governance policy.

3.3 *Faculty hiring, review, and compensation decisions*. The Executive Committee is responsible for making recommendations to the dean regarding faculty hiring and review. The dean shall make the final recommendation. Where required, the provost, president, chancellor, and Board of Regents (or their delegate) shall make final decisions about faculty review and hiring decisions.

The dean shall make recommendations to the provost about faculty compensation decisions.

3.4. *Meetings and Voting Procedures.* Regular Executive Committee meetings will occur once per month during the fall and spring semesters. The dean shall establish these dates at the beginning of each semester. The dean may also call ad hoc meetings as needed to conduct committee business. Except in the case of urgent business, the dean will announce meetings at least five working days in advance of the meeting. Meetings may be held in person or remotely; in the case of in-person meetings,

TX-UT-24-0577-A-000019

committee members who are not able to attend in person shall be allowed to participate remotely. Three-fifths of the committee's members shall constitute a quorum to do business. The committee shall follow *Robert's Rules of Order*.

3.5 *Standing Committees and Ad Hoc Committees.* Consistent with HOP 2-1020, standing committee(s) of the School of Civic Leadership shall be appointed by the dean annually. The dean may also establish ad hoc committees to advance faculty governance and faculty consultation as needed. Recommendations coming from standing committees or ad hoc committees are subject to review and approval by the Executive Committee. The Curriculum Committee shall be the School's initial standing committee.

DocuSigned by:

S. N   2023-08-28 | 12:5

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APPROVED

6/10/2024

TX-UT-24-0577-A-000020

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: "Patricio A. Fernandez" <pfernandez@ucsb.edu>

"Fernandez, Patricio A" <patricio.fernandez@austin.utexas.edu>

CC: "Sosa, David" <david_sosa@austin.utexas.edu>

"Stevens, Ann H" <Ann.Stevens@austin.utexas.edu>

Date: 8/30/2023 10:00:00 AM

Subject: SCL Executive Committee

Attachments: 2023.08.28_Civic_Leadership_governance_approved.pdf

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Dear Patricio,

The Provost's office recently approved a faculty governance policy document for the School of Civic Leadership, which is attached here. In my capacity as interim dean of the School of Civic Leadership, I invite you to serve a one-year term on the School's Executive Committee. The term of appointment will run from 1 September 2023 – 31 August 2024. Consistent with university policy, we are not able to provide additional compensation for university service during the long semester; however, we may provide compensation for service during the summer term if the work of our committee goes beyond the regular 9-month academic year.

I anticipate the service commitment to be modest. We will have regularly scheduled monthly meetings and may call ad hoc meetings as is necessary, but we will only meet when there is outstanding business. During this inaugural year, the main business of the Executive Committee will be to vote on faculty hiring and curricular recommendations. Those recommendations will come to the Executive Committee from ad hoc committees charged with making recommendations for faculty appointments and curriculum proposals, respectively.

Please confirm if you are willing and able to serve; thank you for considering it.

Sincerely,

Justin Dyer

TX-UT-24-0577-A-000021

Faculty Governance Policy
21 August 2023

Section 1. Preamble

The University of Texas System Board of Regents adopted a resolution on 4 May 2023 establishing the School of Civic Leadership at The University of Texas at Austin (UT Austin) and directing the President to take steps necessary to implement its operation. According to the resolution,

> The School will encompass a unique hybrid of classical and professional education. It will engage in a comprehensive, interdisciplinary program of research, teaching, training and equipping students in the knowledge and aptitudes necessary to lead a free society.
>
> It will provide students with foundational knowledge and critical thinking skills steeped in the Western tradition and American constitutional history. It will educate students in the values and principles of a free society and equip them to be the next generation of leadership for our state and nation. It will also prepare them for professional careers in public service, national security, the non-profit sector, and the private sector.

The resolution further moved "that the school will follow the University's governance procedures for new schools and will be led by a dean, who shall report to the provost of the University" with the "understanding that the School will have authority to hire new tenure and tenure-track faculty through existing university procedures and protocols, consistent with the authority of a school at U.T. Austin." It also moved that "under the direction of its faculty and dean, in accordance with university procedures, the School shall develop curricula and offer undergraduate and graduate degrees in relevant areas of study" and further noted that "it is the expectation of the Board of Regents that the School offer Texas General Education required courses, including courses in fulfillment of Texas Code §51.301, and may enroll students from other Colleges and Schools and majors in its General Education courses."

On 16 May 2023, Provost Sharon Wood sent an e-mail to the General Faculty announcing the launch of a national search for the School's dean, consistent with the UT Austin Handbook of Operating Procedures (HOP) 2-2110.

TX-UT-24-0577-A-000022

On 24 May 2023, the Texas Higher Education Coordinating Board acknowledged notification from UT Austin to create the School of Civic Leadership.

On 1 July 2023, Provost Sharon Wood appointed Justin Dyer to be dean *ad interim* of the School of Civic Leadership. His term ends when the next dean is appointed or 31 August 2024, whichever occurs earlier.

Interim Dean Justin Dyer proposed the following Faculty Governance Committee structure and Voting Policy for the School of Civic Leadership to take effect on 1 September 2023. Senior Vice Provost Tasha Beretvas approved this Faculty Governance Committee structure and Voting Policy on 21 August 2023. In accordance with HOP 2-1310, department faculty members may suggest modifications to this Policy. No later than 1 September 2026, the School's Faculty Governance Committee shall recommend whether to continue the existing organization, propose a new organization, or revert to a Budget Council system of governance.

Section 2. Form of Faculty Governance Committee

2.1 *Composition*. The initial Faculty Governance Committee of the School of Civic Leadership shall be an Executive Committee. The Executive Committee shall have a minimum of five (5) voting members. Members must be tenured associate or full professors at The University of Texas at Austin.

2.2 *Appointment*. The dean annually shall appoint members of the Executive Committee. Until such time as the School of Civic Leadership has five or more tenured professors with at least 0.25 FTE appointments in the School of Civic Leadership, the dean may, in consultation with relevant deans and department chairs, appoint members of the faculty of other CSUs to serve as members of the School of Civic Leadership's Executive Committee.

2.3 *Chair*. The dean shall serve as the committee chair.

Section 3. Executive Committee Responsibilities and Voting Policy

3.1. *Responsibilities*. The Executive Committee shall be responsible for approving or suggesting modifications to the School's initial mode of governance. The Executive Committee shall also be responsible for generating recommendations related to faculty hiring, faculty review, and curriculum proposals. Each member of the Executive Committee is entitled to one vote in matters for which they are eligible to vote. The dean is not eligible to vote on recommendations made by the Executive Committee.

3.2. *Voting Policy*. The following policies will govern voting eligibility for Executive Committee members:

2

6/10/2024

- *Faculty hiring*. All members of the executive committee are eligible to vote on faculty hiring recommendations.
- *Faculty review*.
  - For review of tenure-track faculty members, only tenured faculty at a rank equal to or above the rank for which the candidate is being considered may vote on the review.
  - For review of tenured faculty members, only tenured full professors may vote on the review.
    - In the case of promotion review, if there are fewer than five full professors on the executive committee, the dean shall appoint a number of ad hoc tenured full professors so that there are at least five tenured full professors on each review committee for tenured faculty members.
  - For review of professional-track faculty in the research title series, only tenured faculty at a rank above the candidate and professional-track faculty in the research title series at a rank above the candidate may vote on the review.
  - For review of candidates in the adjunct, clinical, instruction, lecturer, and practice title series, only faculty at a rank above the candidate, regardless of tenure status, may vote on review. Professional-track faculty in the research title series are not eligible to vote for faculty candidates in other title series.
- *Curriculum*. All members of the executive committee are eligible to vote on curricular recommendations.
- *Governance policy*. All members of the executive committee are eligible to vote on recommendations pertaining to the unit's governance policy.

3.3 *Faculty hiring, review, and compensation decisions*. The Executive Committee is responsible for making recommendations to the dean regarding faculty hiring and review. The dean shall make the final recommendation. Where required, the provost, president, chancellor, and Board of Regents (or their delegate) shall make final decisions about faculty review and hiring decisions.

The dean shall make recommendations to the provost about faculty compensation decisions.

3.4. *Meetings and Voting Procedures.* Regular Executive Committee meetings will occur once per month during the fall and spring semesters. The dean shall establish these dates at the beginning of each semester. The dean may also call ad hoc meetings as needed to conduct committee business. Except in the case of urgent business, the dean will announce meetings at least five working days in advance of the meeting. Meetings may be held in person or remotely; in the case of in-person meetings,

TX-UT-24-0577-A-000024

committee members who are not able to attend in person shall be allowed to participate remotely. Three-fifths of the committee's members shall constitute a quorum to do business. The committee shall follow *Robert's Rules of Order*.

3.5 *Standing Committees and Ad Hoc Committees*. Consistent with HOP 2-1020, standing committee(s) of the School of Civic Leadership shall be appointed by the dean annually. The dean may also establish ad hoc committees to advance faculty governance and faculty consultation as needed. Recommendations coming from standing committees or ad hoc committees are subject to review and approval by the Executive Committee. The Curriculum Committee shall be the School's initial standing committee.

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6/10/2024

TX-UT-24-0577-A-000025

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>
To: "Greitens, Sheena E" <sheena.greitens@austin.utexas.edu>
CC: "DeShazo, JR" <JRDeShazo@austin.utexas.edu>
Date: 8/30/2023 10:00:00 AM
Subject: SCL Executive Committee
Attachments: 2023.08.28_Civic_Leadership_governance_approved.pdf

Dear Sheena,

The Provost's office recently approved a faculty governance policy document for the School of Civic Leadership, which is attached here. In my capacity as interim dean of the School of Civic Leadership, I invite you to serve a one-year term on the School's Executive Committee. The term of appointment will run from 1 September 2023 – 31 August 2024. Consistent with university policy, we are not able to provide additional compensation for university service during the long semester; however, we may provide compensation for service during the summer term if the work of our committee goes beyond the regular 9-month academic year.

I anticipate the service commitment to be modest. We will have regularly scheduled monthly meetings and may call ad hoc meetings as is necessary, but we will only meet when there is outstanding business. During this inaugural year, the main business of the Executive Committee will be to vote on faculty hiring and curricular recommendations. Those recommendations will come to the Executive Committee from ad hoc committees charged with making recommendations for faculty appointments and curriculum proposals, respectively.

Please confirm if you are willing and able to serve; thank you for considering it.

Sincerely,

Justin Dyer

TX-UT-24-0577-A-000026

The University of Texas at Austin
School of Civic Leadership

Faculty Governance Policy
21 August 2023

Section 1. Preamble

The University of Texas System Board of Regents adopted a resolution on 4 May 2023 establishing the School of Civic Leadership at The University of Texas at Austin (UT Austin) and directing the President to take steps necessary to implement its operation. According to the resolution,

> The School will encompass a unique hybrid of classical and professional education. It will engage in a comprehensive, interdisciplinary program of research, teaching, training and equipping students in the knowledge and aptitudes necessary to lead a free society.

> It will provide students with foundational knowledge and critical thinking skills steeped in the Western tradition and American constitutional history. It will educate students in the values and principles of a free society and equip them to be the next generation of leadership for our state and nation. It will also prepare them for professional careers in public service, national security, the non-profit sector, and the private sector.

The resolution further moved "that the school will follow the University's governance procedures for new schools and will be led by a dean, who shall report to the provost of the University" with the "understanding that the School will have authority to hire new tenure and tenure-track faculty through existing university procedures and protocols, consistent with the authority of a school at U.T. Austin." It also moved that "under the direction of its faculty and dean, in accordance with university procedures, the School shall develop curricula and offer undergraduate and graduate degrees in relevant areas of study" and further noted that "it is the expectation of the Board of Regents that the School offer Texas General Education required courses, including courses in fulfillment of Texas Code §51.301, and may enroll students from other Colleges and Schools and majors in its General Education courses."

On 16 May 2023, Provost Sharon Wood sent an e-mail to the General Faculty announcing the launch of a national search for the School's dean, consistent with the UT Austin Handbook of Operating Procedures (HOP) 2-2110.

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6/10/2024

TX-UT-24-0577-A-000027

On 24 May 2023, the Texas Higher Education Coordinating Board acknowledged notification from UT Austin to create the School of Civic Leadership.

On 1 July 2023, Provost Sharon Wood appointed Justin Dyer to be dean *ad interim* of the School of Civic Leadership. His term ends when the next dean is appointed or 31 August 2024, whichever occurs earlier.

Interim Dean Justin Dyer proposed the following Faculty Governance Committee structure and Voting Policy for the School of Civic Leadership to take effect on 1 September 2023. Senior Vice Provost Tasha Beretvas approved this Faculty Governance Committee structure and Voting Policy on 21 August 2023. In accordance with HOP 2-1310, department faculty members may suggest modifications to this Policy. No later than 1 September 2026, the School's Faculty Governance Committee shall recommend whether to continue the existing organization, propose a new organization, or revert to a Budget Council system of governance.

Section 2. Form of Faculty Governance Committee

2.1 *Composition*. The initial Faculty Governance Committee of the School of Civic Leadership shall be an Executive Committee. The Executive Committee shall have a minimum of five (5) voting members. Members must be tenured associate or full professors at The University of Texas at Austin.

2.2 *Appointment*. The dean annually shall appoint members of the Executive Committee. Until such time as the School of Civic Leadership has five or more tenured professors with at least 0.25 FTE appointments in the School of Civic Leadership, the dean may, in consultation with relevant deans and department chairs, appoint members of the faculty of other CSUs to serve as members of the School of Civic Leadership's Executive Committee.

2.3 *Chair*. The dean shall serve as the committee chair.

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3.1. *Responsibilities*. The Executive Committee shall be responsible for approving or suggesting modifications to the School's initial mode of governance. The Executive Committee shall also be responsible for generating recommendations related to faculty hiring, faculty review, and curriculum proposals. Each member of the Executive Committee is entitled to one vote in matters for which they are eligible to vote. The dean is not eligible to vote on recommendations made by the Executive Committee.

3.2. *Voting Policy*. The following policies will govern voting eligibility for Executive Committee members:

TX-UT-24-0577-A-000028

- *Faculty hiring*. All members of the executive committee are eligible to vote on faculty hiring recommendations.
- *Faculty review*.
  - For review of tenure-track faculty members, only tenured faculty at a rank equal to or above the rank for which the candidate is being considered may vote on the review.
  - For review of tenured faculty members, only tenured full professors may vote on the review.
    - In the case of promotion review, if there are fewer than five full professors on the executive committee, the dean shall appoint a number of ad hoc tenured full professors so that there are at least five tenured full professors on each review committee for tenured faculty members.
  - For review of professional-track faculty in the research title series, only tenured faculty at a rank above the candidate and professional-track faculty in the research title series at a rank above the candidate may vote on the review.
  - For review of candidates in the adjunct, clinical, instruction, lecturer, and practice title series, only faculty at a rank above the candidate, regardless of tenure status, may vote on review. Professional-track faculty in the research title series are not eligible to vote for faculty candidates in other title series.
- *Curriculum*. All members of the executive committee are eligible to vote on curricular recommendations.
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3.3 *Faculty hiring, review, and compensation decisions*. The Executive Committee is responsible for making recommendations to the dean regarding faculty hiring and review. The dean shall make the final recommendation. Where required, the provost, president, chancellor, and Board of Regents (or their delegate) shall make final decisions about faculty review and hiring decisions.

The dean shall make recommendations to the provost about faculty compensation decisions.

3.4. *Meetings and Voting Procedures.* Regular Executive Committee meetings will occur once per month during the fall and spring semesters. The dean shall establish these dates at the beginning of each semester. The dean may also call ad hoc meetings as needed to conduct committee business. Except in the case of urgent business, the dean will announce meetings at least five working days in advance of the meeting. Meetings may be held in person or remotely; in the case of in-person meetings,

6/10/2024

TX-UT-24-0577-A-000029

committee members who are not able to attend in person shall be allowed to participate remotely. Three-fifths of the committee's members shall constitute a quorum to do business. The committee shall follow *Robert's Rules of Order*.

3.5 *Standing Committees and Ad Hoc Committees*. Consistent with HOP 2-1020, standing committee(s) of the School of Civic Leadership shall be appointed by the dean annually. The dean may also establish ad hoc committees to advance faculty governance and faculty consultation as needed. Recommendations coming from standing committees or ad hoc committees are subject to review and approval by the Executive Committee. The Curriculum Committee shall be the School's initial standing committee.

DocuSigned by:

S. N 2023-08-28 | 12:5

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APPROVED

TX-UT-24-0577-A-000030

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: "Greitens, Sheena E" <sheena.greitens@austin.utexas.edu>

"Carrell, Scott E" <scott.carrell@austin.utexas.edu>

"Fernandez, Patricio A" <patricio.fernandez@austin.utexas.edu>

"Devin Stauffer" <dstauffer@austin.utexas.edu>

"Bonevac, Daniel A" <bonevac@austin.utexas.edu>

Date: 9/8/2023 8:38:45 AM

Subject: E.C. for School of Civic Leadership

Colleagues,

Thank you for agreeing to serve on the executive committee for the School of Civic Leadership during the 2023-24 academic year. As I mentioned in my invitation e-mail, the main work of the executive committee will be to consider and vote on faculty appointment recommendations and curriculum proposals coming from ad hoc curriculum and search committees. We will have regularly scheduled monthly meetings, but we will only meet when there is official business to discuss.

Recognizing that it will be difficult to find a time that generally works for everyone, let me begin by suggesting three possible times for us to hold for monthly meetings:

Last Wednesday of the month from 8:30 – 9:30 AM
Last Wednesday of the month from 12:00 – 1:00 PM
Last Wednesday of the month from 4:00 – 5:00 PM

Please let me know your availability and preference – and *thank you* again.

Best,
Justin

TX-UT-24-0577-A-000031

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: "Greitens, Sheena E" <sheena.greitens@austin.utexas.edu>
"Bonevac, Daniel A" <bonevac@austin.utexas.edu>
pfernandez@utexas.edu <pfernandez@utmail.utexas.edu>
"Carrell, Scott E" <scott.carrell@austin.utexas.edu>
"Devin Stauffer" <dstauffer@austin.utexas.edu>
dmateer@utexas.edu <dmateer@utmail.utexas.edu>

Date: 10/23/2023 8:00:00 AM

Subject: SCL Executive Committee Agenda

Attachments: Executive Committee Agenda 10.25.23.pdf
COLA CLASP Principles 2022-23.pdf
COLA Professional Track Faculty Workload Policy_2022-23_DRAFT.docx
Moody Workload Policy 29March23.DRAFT.pdf

Colleagues,

Our next executive committee meeting is scheduled for Wednesday from 12:00 – 12:45. Attached are an agenda and supplementary documents to guide our discussion of the optimal faculty workload policy for the School of Civic Leadership. My goal is to have a preliminary discussion of faculty workload on Wednesday and then circulate a draft policy for consideration before our next executive committee meeting in November. ████████████████████████████
██

Best,
Justin

TX-UT-24-0577-A-000032

![The University of Texas at Austin — School of Civic Leadership]

Executive Committee Agenda
October 25, 2023
12:00 – 12:45 PM via Zoom
https://utexas.zoom.us/j/2702126208

1. Update form the curriculum committee (Dirk Mateer)

2. Update from the faculty appointments committee (Scott Carrell)

3. Discuss of faculty workload policy

    a. For comparison, see Moody and COLA draft workload policies
    b. Discussion of optimal workload policies for the School of Civic Leadership
    c. Goal: Adoption of workload policy at our next executive committee meeting

4. Adjourn

TX-UT-24-0577-A-000033

The University of Texas at Austin
College of Liberal Arts

Principles Guiding Faculty Time/Effort

Departmental Teaching Loads

1. The baseline teaching load for research-active tenured and tenure-track faculty will continue to be 2-2. However, COLA will allow departments, in special circumstances, to propose deviations from this baseline load that are based on specific circumstances. Such allowances must not undermine overall semester credit hours (SCH) or the average SCH for tenure-track faculty. They must also meet the college expectation that faculty in the department regularly teach at least two classes per year and further limit other kinds of course releases (e.g., chair releases, service releases, buyouts).
   - Examples of circumstances that might justify a reduced teaching load include a rate of SCH per tenure-track faculty consistently above 350 per year that is clearly sustainable on a reduced load and/or substantial grant funding associated with research team management duties for most faculty. These are minimum requirements, meeting one or more of these listed circumstances does not guarantee a reduced baseline teaching load will be granted.
2. Tenured faculty who are not research active may have, in accordance with the revised Tenured and Tenure-Track Faculty Workload Policy (https://wikis.utexas.edu/display/larc/Faculty+Policies) and its associated steps of review and planning, a higher baseline teaching load.
3. Across departments, one course release per year for a faculty member can be provided to associate chairs, graduate advisors, and one other service role without COLA approval. For departments maintaining the baseline 2-2 teaching load, additional course releases (1 per person) of no more than 12% of the tenure-track faculty per year can be granted without approval. Departmental systems for allocating such releases must be endorsed by the department's executive committee. Any service-related or other course releases beyond these limits require special application to COLA.
4. A full teaching load for professional track (non-tenure track) faculty members (excluding Visiting Professors) is equivalent to a minimum average of 9 contact hours per semester and a maximum average of 12 contact hours per semester over an academic year. Although the averaging allows for flexibility in terms of the load per semester, it also assumes no less than one course in any given semester. This teaching load is based on a 100% full-time academic year appointment (spring and fall). As necessary, hours and averages are proportionally adjusted based on the percent appointment.
5. In the event that a professional track faculty member is assigned additional academic duties (supervision, coordination, etc.), teaching load reductions will be determined at the departmental (or center) level with annual prior written approval from the Associate Dean for Academic Affairs. This again assumes a teaching load of no less than one course in any given semester.
6. At the close of each academic year, departments will fill out a form—provided by COLA—to summarize reasons that any faculty member is not teaching the established teaching load for the department. COLA will review this information to ensure that departments stay within the agreed-upon terms.

External Grant-Funded Course Buyouts

1. COLA's goal is to ensure an exchange of resources for teaching releases supported by external and internal funding, shifting to a lower cost per faculty member for using such funds to "buy out" to ensure more consistent compensation to the college for teaching releases and establishing a return of funds to departments to support their teaching mission in the face of teaching releases. The purpose is

not to create one-to-one compensation for every class that is bought out, as not all classes will need to be replaced, but instead to incrementally increase a department's soft money budget to allow more flexibility about course offerings. The newly established rates and policies (see below) will be reviewed every two years to determine their financial feasibility and effectiveness, and they are subject to future revision. Note: External funding should be administered to UT Austin on behalf of the faculty member.

2. Buying out one course will require either a flat rate of $18,000 or equivalent to $1/6^{th}$ of the 9-month salary, plus the proportional cost of fringe for the faculty member. $7,000 will be allocated to the department's soft money account for each approved course buyout.
3. The flat buyout rate cannot be used to go below a minimum teaching load of two courses per year unless otherwise negotiated with COLA. Even when teaching below two courses per year is approved, the expectation is that this approval will not cover more than two consecutive years.
4. Departments must stipulate that the course buyout will not affect SCH. If it will, departments must submit a SCH mitigation plan that does not require extra funding from COLA. Departments are encouraged to set internal deadlines for notification of intent to use the buyout rate in order to allow adequate planning.

Center Directors and Internal Buyouts

1. All currently existing agreements for Center and Institute Directors will be honored as written. Moving forward, the baseline expectation for center directors in COLA will be one course release per year and one summer month's salary (or set stipend level), with the acknowledgment that a small number of large centers with graduate or undergraduate academic programs and/or significant grant funding streams may justify more commitment.
2. The expectation is that COLA departments will honor course releases for COLA center, program, and institute directors. For directors of centers, programs, and institutes, the dean's office will increment the home department's soft-money budget by $7,000 for each course release granted (typically one per year). There should not be an expectation of similar course release support from COLA for the appointment of associate/assistant directors or other center-related positions. These positions should be viewed as a normal part of faculty service obligations or else appropriately compensated by the center or institute budgets or draw on department's discretionary service releases. COLA will consider proposals for other arrangements if such a process causes undue burden to departments.

The University of Texas at Austin
Moody College of Communication

Faculty Workload Policy
(Effective as of Spring 2023)

Workload Policy Overview

As an Association of American Universities (AAU) institution with a significant emphasis on scholarship, the Moody College of Communication has high expectations for tenured and tenure-track (T-TT) faculty research and creative productivity and expects these T-TT faculty to maintain excellence and consistency in their scholarly/creative quality and productivity. Moody College T-TT faculty members are also expected to supervise and mentor graduate student work necessary for their degree completion and to provide appropriate levels of dedicated service to their institution and profession. All full-time professional track (PT) faculty members are expected to maintain a strong record of teaching and to participate actively in additional contributions to the academic enterprise, which can include, but is not limited to, at least one additional area of service or research/creative work.

This document outlines the policies and procedures for the minimal required workload within the Moody College of Communication for tenured faculty, tenure-track faculty, and professional track faculty. Moody College's departments and schools have the authority, with Dean's approval, to add additional unit-specific policies and requirements that provide details or requirements that go above-and-beyond these policies, where requirements can be expanded but not reduced. Moody College expects that all current and future faculty hires will adhere to these policies unless a special circumstance exception is approved by the Dean, and that teaching load expectations will be clearly articulated in all offer, renewal, and retention letters.

In 2018, former Associate Dean Karin Wilkins established a college committee with a representative from each academic unit, including Koul (CSD), Brummett (CMS), Perren (RTF), Wilcox (ADV/PR), and McElroy (JOU). This committee discussed and reviewed various drafts of this document. Faculty were given an opportunity to provide feedback in September 2018. This document was revised with this feedback in mind, approved by Dean Bernhardt, and submitted to SVP Janet Dukerich and Carmen Shockley for suggestions in October 2018. Based on their assessments, the committee met again in December 2018 and January 2019 to elaborate on the expectations proposed. In the time since adoption, small revisions have been made to the document to provide additional clarity and incorporate university-level updates to policies.

Tenured Faculty (Associate and Full Professors):

Teaching Workload Policy

Moody College expects full-time tenured faculty members to teach two organized three-credit courses, or the contact-hour equivalent of two organized three-credit courses, during each long semester through a combination of organized courses, labs, and/or other types of approved instructional duties. Within their annual instructional assignments, all tenured faculty members must teach at least one undergraduate organized three-credit course each academic year, or must receive prior approval from the Chair/Director and the Dean for a temporary instructional assignment that does not include an organized three-credit undergraduate course.

This standard "two-two" course load for tenured faculty members may be temporarily reduced or modified for a variety of reasons, including selected formal administrative responsibilities,

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research/creative commitments (e.g., grant-funded course buy-outs, special fellowship appointments), academic awards (e.g., FDLs), new recruitment and retention agreements, and other special temporary considerations, such as for team teaching or new online course development. Any temporary or permanent teaching reductions should adhere to UT-Austin and Moody College guidelines and require the approval of the Chair/Director and the Dean. If any courses offered by faculty do not meet the minimal enrollment requirements (currently 12 students for undergraduate courses; 6 students for graduate courses) and are canceled, faculty will be required to make up the canceled course. The expectation is the reduced teaching load will be made up the following long semester, but adjustments to this timing can be made in consultation with the Chair/Director and the Dean.

Review Process

Tenured faculty are reviewed annually unless they are to undergo the Comprehensive Periodic Review (CPR) processes. These faculty reviews are conducted by the extended budget councils within departments and schools, with results reported to the faculty member in written form by the Chair/Director and copied to the Dean's Office, which in turn submits all faculty evaluation outcomes to the Dean; CPR outcomes are also submitted to the Provost. These reviews include assessments of research or creative work, teaching, and service, along with an overall performance outcome. The results of the annual reviews of tenured faculty should inform deliberations on merit increases, award recommendations for all tenured professors, and promotion considerations for associate professors, with final approval of the Dean. Records of teaching course loads are maintained within departments and schools for each instructor; the Dean's Office maintains copies and outcomes of Comprehensive Periodic Reviews and annual reviews. Records of paid and unpaid leaves are maintained through college-level HR staff.

Teaching Expectations

Assessment of teaching includes consideration of the quality and contribution of classes taught, CES scores, peer observation reviews, organized masters and doctoral committee membership, and supervision of independent research and other projects. Pedagogical innovation, quality, and impact are considered. This assessment may include recognition of the value of the courses taught to the departmental/school curriculum, and whether these are required or service courses.

Productivity Expectations

Assessment of scholarly or creative productivity is considered through the standards relevant to each department or school within the college. These standards include attention to quality of publication, creative project, and/or research grant, in addition to quality of the venue through which the publication or project is situated, and the impact documented, such as through citations or published reviews. Quantity of publications may also be considered, though necessarily connected with quality of work and venue. Review of productivity may be considered with reference to peer and aspirational programs.

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Service Expectations

Tenured faculty are expected to contribute to the service of departments and schools, as well as to the college or university. Full professors are expected to dedicate more of their service to the department/school, college, and/or university than associate professors. Tenured professors are also assessed in terms of their contribution to their professional communities, such as editing of journals, roles in professional organizations, participation in prestigious events, and other documented service to the profession. Community service should also be included as a consideration in this assessment. Some programs, such as our Department of Speech, Language, and Hearing Sciences require maintained certification in relevant skills for clinical practice as part of expected professional development.

Types of Reviews

Annual Faculty Reviews

Tenured faculty are reviewed annually unless they are to undergo a Comprehensive Periodic Review (CPR) that year. Faculty are required to submit materials for their annual review. Specific materials are at the discretion of the extended budget council in each department/school, but may include FAR reports, updated CVs, self-evaluation reports, college-level statements, copies of works produced, or other items. Faculty who do not submit materials for annual evaluation will not be eligible for salary increases in the subsequent merit cycle.

These annual faculty reviews are conducted by the extended budget councils within departments and schools, with results reported to the faculty member in written form by the Chair/Director and copied to the Dean's Office, which in turn submits all faculty evaluation outcomes to the Dean. The university requires one overall performance outcome be reported in the annual review process. At the college-level, it is also required that annual reviews include assessments of research/creative work, teaching, and service. The Chair/Director rating shall be final in the event of a disagreement with the extended budget council. If the Chair/Director disagrees with the outcome, he/she shall explain both ratings and clearly articulate the basis for disagreement in the written faculty evaluation. Complete detailed information can be found at: https://provost.utexas.edu/faculty-affairs/evaluation

Initial Review Post-Tenure

In addition to annual reviews, each tenured associate professor at the Moody College of Communication will be reviewed during their third or fourth year in rank following appointment to a tenured position, prior to their first CPR. This assessment occurs once following tenured appointment, with the specific timing, between the third or fourth year, determined by the Chair/Director in consultation with the faculty member. The purpose of this review is to provide diagnostic feedback to the department/school, the college, and the faculty member regarding progress toward the standards needed for promotion to the rank of full professor with tenure. This initial review post-tenure is not intended to provide an unequivocal signal of the likelihood of promotion, but to guide faculty advancement.

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Comprehensive Periodic Reviews (CPR)

Tenured faculty are reviewed through the Comprehensive Periodic Review (CPR) process, which is conducted after each six years in rank. The evaluation shall be conducted by a peer committee of tenured faculty overseen by the department/school extended budget council, and is subject to review and comment by the Chair/Director. If the Chair/Director disagrees with the committee, he/she shall prepare a separate statement that indicates the different rating category and clearly articulates the basis for disagreement with the faculty committee evaluation. The results are reported to the faculty member in written form by the Chair/Director and copied to the Director of Faculty Affairs, who in turn submits all faculty evaluation outcomes to the Dean and the Provost. These reviews include assessments of research or creative work, teaching, and service, along with an overall performance outcome.

CPRs have specific guidelines and outcomes set forth by the Provost's Office. Complete detailed information can be found at: https://provost.utexas.edu/faculty-affairs/evaluation. The university requires one overall annual performance outcome as a result of CPR assessments. At the college-level, it is also required that these reviews include assessments of research/creative work, teaching, and service.

Outcomes

Potential outcomes of annual evaluations and Comprehensive Periodic Reviews include the following ordered from highest performing to lowest performing: exceeds expectations, meets expectations, does not meet expectations, or unsatisfactory. Those faculty who are found to be meeting or exceeding expectations through any of these reviews should be appropriately recognized for their contributions and considered for award nominations. Those exceeding expectations in the category of teaching for at least two consecutive years are eligible for special recognition in pedagogical excellence and may serve as nominees for college-level and university-level awards.

Faculty members whose performance (in one or more areas of contribution) indicates they would benefit from assistance (i.e., does not meet expectations or unsatisfactory), may be placed by the Chair/Director on a development support plan with Dean consultation. This plan may recommend or require use of available institutional support, such as teaching effectiveness assistance, counseling, or mentoring in research/service expectations. It is important to note that a development support plan is not considered a disciplinary action, but rather a faculty improvement strategy for establishing specific professional development goals and strategies for the upcoming year.

For any faculty receiving an unsatisfactory rating in any area or in an overall outcome, Chairs/Directors must develop a written development support plan for that faculty member within 30 days of the faculty member receiving the written evaluation. In the case of an unsatisfactory result for a CPR, the written evaluation report should contain sufficient documentation to identify the area(s) of unsatisfactory performance and the basis for the committee's decision. More detailed information is available in the Provost's Guidelines for Comprehensive Periodic Reviews https://provost.utexas.edu/faculty-affairs/evaluation.

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Tenured faculty who fail to meet expectations for three consecutive years in their annual and/or CPR review in the area of research/creative work will be reassigned to a teaching-intensive workload. A formal warning of this impending change will be issued to the faculty member after the second year of failing to meet or exceed research/creative work expectations.

Tenured faculty also have the option to request to be changed to a teaching-intensive workload, with Chair/Director and Dean approval, irrespective of their annual research/creative work performance. As teaching-intensive tenured faculty, assessments would focus only on teaching and service (see below under teaching-intensive workload).

Appeal Procedures

Grievance and appeal procedures for each the annual evaluations and Comprehensive Periodic Reviews are detailed in the respective guidelines set forth by the Provost's Office. Faculty members may prepare a response and submit this to the Chair/Director within ten (10) working days of receiving the written review results. The response and any additional correspondence submitted become part of the official review record.

Teaching-Intensive Workload

Tenured faculty assigned to a teaching-intensive workload are required to teach three organized three-credit courses each long semester, or to teach the contact-hour equivalent of three organized three-credit courses, through a combination of organized courses, labs, and other types of approved instructional duties. Faculty on teaching-intensive workloads may temporarily reduce their teaching load through grant-buyouts, administrative responsibilities, and other related means. However, teaching-intensive workload faculty are not eligible to apply for research/creative work awards and fellowship assignments, including Faculty Development Leaves (FDL) or Dean's Fellowships.

Teaching-intensive faculty may choose to be evaluated each year in only two categories, teaching and service, and recommendations for merit salary increases should not be prejudiced by performance in research/creative work.

However, if a faculty member is to be returned to a regular (non-intensive) two-two teaching load for the following academic year, this instructor on a teaching-intensive workload must demonstrate research/creative productivity by meeting or exceeding expectations on an annual evaluation or CPR for two consecutive years and formally request a change of status to the Chair/Director and the Dean. A faculty member will remain in a teaching-intensive status until this condition has been met.

Tenure-Track Faculty (Assistant Professors and Tenure-Track Associate Professors)

Teaching Workload Policy

Moody College expects all full-time tenure-track faculty members to teach two organized three-credit courses each long semester, or to teach the contact-hour equivalent of two organized three-

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credit courses, through a combination of organized courses, labs, and other types of instructional duties. All tenure-track faculty members must teach at least one undergraduate organized three-credit courses each academic year (or their contact-hour equivalents) or receive prior annual approval for different instructional assignments from the Chair/Director and the Dean.

The standard two-two course-load for tenure-track faculty members may be temporarily reduced for a variety of reasons, including research commitments (e.g., grant-funded course buy-outs, special fellowship appointments), academic awards (e.g., Dean's Fellows), new recruitment and retention reductions, and other special temporary considerations, such as team teaching or new online course development, consistent with UT-Austin and Moody College guidelines and with the approval of the Chair/Director and the Dean.

Review Process

Tenure-track faculty are reviewed annually, as well as through a Mid-Probationary Review (Third-Year Review). These faculty reviews are conducted by the extended budget councils within departments and schools, with results reported to the faculty member in written form by the Chair/Director and copied to the Director of Faculty Affairs, who in turn submits all faculty evaluation outcomes to the Dean. These reviews include assessments of research or creative work, teaching, and service, along with an overall performance outcome. The results of the annual reviews of tenure-track faculty should inform deliberations on merit increases and award recommendations, with final approval of the Dean. Records of teaching course loads are maintained within departments and schools for each instructor; the Dean's Office maintains copies of Mid-Probationary Reviews and annual reviews. Records of paid and unpaid leaves are maintained through college-level HR staff.

Teaching Expectations

Assessment of teaching includes consideration of the quality and contribution of classes taught, CES scores, peer observation reviews, organized masters and doctoral committee membership, and supervision of independent research and other projects. Pedagogical innovation, quality, and impact are considered. This assessment may include recognition of the value of the courses taught to the departmental/school curriculum, and whether these are required or service courses.

Productivity Expectations

Assessment of scholarly or creative productivity is considered through the standards relevant to each department or school within the college. These standards include attention to quality of publication or creative project, in addition to quality of the venue through which the publication or project is situated, and the impact documented, such as through citations or published reviews. Quantity of publications may also be considered, though necessarily connected with quality of work and venue. Review of productivity may be considered with reference to peer and aspirational programs.

Service Expectations

While not at the same level of tenured faculty, assistant professors and tenure-track associate professors are expected to contribute to service in at least one area of service. This service could be devoted to the department/school, college, or university; a professional organization; or community.

Types of Reviews

Annual Faculty Reviews

Tenure-track faculty are reviewed annually. Faculty are required to submit materials for their annual review. Specific materials are at the discretion of the extended budget council in each department/school, but may include FAR reports, updated CVs, self-evaluation reports, college-level statements, copies of works produced, or other items. Faculty who do not submit materials for annual evaluation will not be eligible for salary increases in the subsequent merit cycle.

These annual faculty reviews are conducted by the extended budget councils within departments and schools, with results reported to the faculty member in written form by the Chair/Director copied to the Director of Faculty Affairs, who in turn submits all faculty evaluation outcomes to the Dean. These reviews include assessments of research or creative work, teaching, and service, along with an overall performance outcome. The results of the annual reviews of tenured faculty should inform deliberations on merit increases and award recommendations, with final approval of the Dean. The Chair/Director rating shall be final in the event of a disagreement with the extended budget council. If the Chair/Director disagrees with the outcome, he/she shall explain both ratings and clearly articulate the basis for disagreement in the written faculty evaluation. Complete detailed information can be found at: https://provost.utexas.edu/faculty-affairs/evaluation

Mid-Probationary Review (Third-Year Review)

In addition to annual reviews, each tenure-track faculty member at the Moody College of Communication is reviewed during the spring semester of the third year (or sixth semester) of their initial appointment to Moody College. The purpose of this review is to provide diagnostic feedback to the department/school, the college, and the faculty member regarding progress toward the standards needed for promotion to the rank of Associate Professor with Tenure. The Mid-Probationary Review is not intended to provide an unequivocal signal of the likelihood of tenure. If the tenure-track faculty member is seeking promotion in a given year, that review takes the place of the Mid-Probationary Review.

Outcomes

Each tenure-track faculty member being annually reviewed shall be placed in one of the following categories for each area of performance (i.e., research/creative work, teaching, service), and an overall review based on all performance areas. Potential outcomes of the annual performance reviews include the following ordered from highest performing to lowest performing: exceeds expectations, meets expectations, does not meet expectations, or

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unsatisfactory. Potential outcomes in the Mid-Probationary Review include: exceeds, meets, and does not meet expectations. Those exceeding expectations in the category of teaching for at least two consecutive years through annual reviews are eligible for special recognition in pedagogical excellence.

Chairs/Directors (or their designate) are to discuss the annual and Mid-Probationary Reviews with each tenure-track faculty member in person following a written response. Immediate guidance and mentoring should occur if any one of the areas (teaching, research/creative work, and service) is determined as not meeting expectations on any annual review. Faculty members whose performance in one or more areas indicates they would benefit from assistance may be placed by the Chair/Director or Dean on a development support plan, which may recommend or require use of available institutional support, such as teaching effectiveness assistance, counseling, or mentoring in research/service expectations. It is important to note that a development support plan is not considered a disciplinary action, but rather a faculty improvement strategy for establishing specific professional development goals and strategies for the upcoming year.

Those tenure-track faculty who are assessed to be meeting or exceeding expectations should be appropriately recognized for their contributions and considered for award nominations. Unsuccessful Mid-Probationary Reviews (i.e., not meeting expectations in one or more performance areas) must be discussed between the Chair/Director and the Dean, and can form the basis of a non-renewal recommendation to the Dean and Provost in accordance with Regents' Rule 31002.

Appeal Procedures

Annual and Mid-Probationary Reviews are given to the faculty member being evaluated, who has the right to write a formal response to the review. The faculty member may prepare a response and submit it to the Chair/Director within ten (10) working days of receiving the written evaluation results. If a response is written to a Mid-Probationary Review, this will become part of the official, permanent documentation and should accompany the evaluation to the Dean's Office. At the time of promotion, the Mid-Probationary Review (and faculty response, if written) will be included as a formal document in the faculty member's promotion dossier, but will not be shared with external reviewers.

Professional Track Teaching Faculty

Teaching Workload Policy

The Moody College of Communication expects full-time professional track (PT) teaching faculty members to teach at least three organized three-credit courses each long semester as a standard load, or the equivalent contact-hour load including other non-organized courses and/or administrative or practice responsibilities, with all or most of the courses taught at the undergraduate level.

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TX-UT-24-0577-A-000044

Departments and schools have the authority to increase PT faculty member workload assignments up to a four-four course load with appropriate Dean approved adjustments in salary, or to decrease the course load to less than three-three through the assignments of other academic duties and/or administrative responsibilities. The minimum teaching load for PT to be considered to be full-time faculty in Moody College is two-two (.67 FTE).

Review Process

Identification and documentation of areas for annual evaluation for each PT faculty member should be determined annually prior to the academic year or at the time of each contract renewal. Full-time PT faculty are evaluated on an annual basis and through the PT Third-Year Review processes, with the PT Third-Year Reviews conducted in the sixth semester of continuous teaching assignments. Reviews are used to determine reappointments and reclassifications of PT faculty members and to inform timing for promotion to a higher rank. If the PT faculty member has pursued promotion during the period, that process takes the place of the PT Third-Year Review. Records of teaching course loads are maintained within departments and schools for each instructor; the Dean's Office maintains copies of Third-Year Reviews and annual reviews.

Types of Reviews

Annual Faculty Reviews

Professional-track faculty are reviewed annually. Faculty are required to submit materials for their annual review. Specific materials are at the discretion of the extended budget council in each department/school, but may include FAR reports, updated CVs, self-evaluation reports, college-level statements, copies of works produced, or other items. Faculty who do not submit materials for annual evaluation will not be eligible for salary increases in the subsequent merit cycle.

The results of the annual reviews of PT faculty should inform deliberations on award recommendations, promotion timing, and contract renewal, with final approval of the Dean. All annual review results should be reported each year, along with a description of the review process and proposed term of reappointment to the Dean's Office, which will approve any updates to appointment terms. Departments/schools will prepare letters of reappointment or letters of non-renewal as required. Full-time PT faculty annually reviewed are assessed in a primary area of specialization. For the majority of PT Moody faculty, this primary area is teaching. PT faculty are also assessed on additional contributions to the academic enterprise, which can include research, creative/professional work, and/or service. The primary area of specialization should be discussed by the Chair/Director and the PT faculty member prior to the year of assessment.

Third-Year Reviews

In addition to this annual review, PT faculty are assessed through Third-Year Review processes. These reviews are to be conducted in the sixth semester of continuous employment in conjunction with the annual review process. Third-Year Reviews should consider indicators of teaching effectiveness (including course evaluation surveys, at least two peer teaching reviews,

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and any other measures determined by departments/school); additional contributions to the academic enterprise (such as professional productivity or service); and relevance to program needs. If the instructor has pursued promotion during the period, that process takes the place of this review. Outcomes of Third-Year Reviews include: exceeds, meets, or does not meet expectations. Third-Year Review results are reported to the Dean's Office.

Outcomes

The primary area of specialization (typically teaching) and additional contributions to the academic enterprise are assessed through annual reviews given the following ordered from highest performing to lowest performing: exceeds expectations, meets expectations, does not meet expectations, or unsatisfactory. Those exceeding expectations in the category of teaching for at least two consecutive years are eligible for special recognition in pedagogical excellence. Third-Year Reviews similarly assess teaching and additional contributions to the academic enterprise, as well as an overall outcome, with the following designations: exceeds, meets, or does not meet expectations.

If PT faculty are found to not meet teaching expectations in their annual review for two consecutive years or at the completion of the PT Third-Year Review, they may not be renewed for a subsequent year without Chair/Director and Dean approval. Note that all PT faculty appointments and reappointments are also contingent on the availability of instructional funds in addition to performance of the faculty members.

Unsuccessful Third-Year Reviews (i.e., not meeting expectations in one or more performance areas) must be discussed between the Chair/Director and the Dean, and can form the basis of a non-renewal recommendation to the Dean and Provost in accordance with Regents' Rule 31002.

Chairs/Directors (or their designate) are to discuss the annual and Third-Year Reviews with each full-time PT faculty member following a written response. Immediate guidance and mentoring should occur if any of the areas (primary area of specialization and additional contributions to the academic enterprise) is determined as not meeting expectations on any annual review. Faculty members whose performance in one or more areas indicates they would benefit from assistance may be placed by the Chair/Director or Dean on a development support plan, which may recommend or require use of available institutional support, such as teaching effectiveness assistance, counseling, or mentoring in research/service expectations. It is important to note that a development support plan is not considered a disciplinary action, but rather a faculty improvement strategy for establishing specific professional development goals and strategies for the upcoming year.

Unsuccessful Third-Year Reviews (i.e., not meeting expectations in one or more performance areas) must be discussed between the Chair/Director and the Dean, and can form the basis of a non-renewal recommendation to the Dean and Provost in accordance with Regents' Rule 31002.

Appeal Procedures

Annual and Third-Year Reviews are given to the faculty member being evaluated, who has the right to submit a formal response to the review. The faculty member may prepare a response and

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submit it to the Chair/Director within ten (10) working days of receiving the written evaluation results. If a response is written to a Third-Year Review, this will become part of the official, permanent Third-Year Review documentation and should accompany the evaluation to the Dean's Office.

rev. 03/29/2023

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From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: pfernandez@utexas.edu <pfernandez@utmail.utexas.edu>
"Devin Stauffer" <dstauffer@austin.utexas.edu>
"Bonevac, Daniel A" <bonevac@austin.utexas.edu>
"Greitens, Sheena E" <sheena.greitens@austin.utexas.edu>
"Carrell, Scott E" <scott.carrell@austin.utexas.edu>

Date: 11/26/2023 4:27:40 PM

Subject: No executive committee meeting this week

Colleagues,

There is no business that requires us to meet on Wednesday this week. I will send a meeting cancellation. Three brief updates:

1. Our faculty appointments committee has been conducting Zoom interviews with a shortlist of candidates for our faculty positions. When the committee has recommendations for campus interviews, I will send them to the Executive Committee via e-mail for approval. If someone would like to call an ad hoc meeting to discuss any of the recommendations, we will schedule a meeting.
2. Our curriculum committee continues to work on separate proposals for a minor and major to be housed in the School of Civic Leadership.
3. I sent a draft faculty workload policy document to the Provost's office for feedback. After hearing from the Provost's office, I will share with the Executive Committee for feedback/discussion/revisions.

Best,
Justin

TX-UT-24-0577-A-000048

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: "Carrell, Scott E" <scott.carrell@austin.utexas.edu>
pfernandez@utexas.edu <pfernandez@utmail.utexas.edu>
"Devin Stauffer" <dstauffer@austin.utexas.edu>
"Greitens, Sheena E" <sheena.greitens@austin.utexas.edu>
"Bonevac, Daniel A" <bonevac@austin.utexas.edu>

Date: 11/29/2023 2:48:38 PM

Subject: Dec. 6 availability

Colleagues,

Let's hold 12pm on Dec. 6 for now. However, I'd prefer to find a time when everyone is available. It looks like I'll have a draft faculty workload policy back from the Provost's office soon, and it would be good to discuss our faculty search as well. Please take a minute to fill this poll out with your availability on the 6th: https://doodle.com/meeting/participate/id/e9pAjQ4d. If we can find a better time, I'll change it on the calendar invite.

Best,
Justin

TX-UT-24-0577-A-000049

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: "Devin Stauffer" <dstauffer@austin.utexas.edu>
"Carrell, Scott E" <scott.carrell@austin.utexas.edu>
pfernandez@utexas.edu <pfernandez@utmail.utexas.edu>
"Bonevac, Daniel A" <bonevac@austin.utexas.edu>
"Greitens, Sheena E" <sheena.greitens@austin.utexas.edu>

Date: 11/29/2023 10:28:13 AM

Subject: Re: For approval: Initial SCL faculty interview list

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As a possible time to meet: Would next Wednesday, December 6, at 12:00 PM work for an *ad hoc* meeting for everyone? It would be good to meet before the end of the semester, and this is the time we have generally reserved.

From: Devin Stauffer <dstauffer@austin.utexas.edu>
Date: Wednesday, November 29, 2023 at 9:25 AM
To: Dyer, Justin <justin.dyer@austin.utexas.edu>, Carrell, Scott E <scott.carrell@austin.utexas.edu>, pfernandez@utexas.edu <pfernandez@utmail.utexas.edu>, Bonevac, Daniel A <bonevac@austin.utexas.edu>, Greitens, Sheena E <sheena.greitens@austin.utexas.edu>
Subject: Re: For approval: Initial SCL faculty interview list

Dear All,
There are three candidates from the Zoom list that didn't make it onto the initial slate for campus interviews, but that I think would be terrific for SCL. Can I call a Zoom meeting to make a case for including those three? I'm happy to support interviewing the four who are proposed.
Best,
Devin

From: Dyer, Justin <justin.dyer@austin.utexas.edu>
Date: Wednesday, November 29, 2023 at 9:17 AM
To: Carrell, Scott E <scott.carrell@austin.utexas.edu>, pfernandez@utexas.edu <pfernandez@utmail.utexas.edu>, Bonevac, Daniel A <bonevac@austin.utexas.edu>, Greitens, Sheena E <sheena.greitens@austin.utexas.edu>, Devin Stauffer <dstauffer@austin.utexas.edu>
Subject: For approval: Initial SCL faculty interview list

Dear SCL Executive Committee members,

Although we canceled our meeting today, we do now have a recommendation from the Faculty Appointments Committee for an initial slate of campus interviews. Attached are a memo from the committee and CVs of the candidates. Note that the committee anticipates making additional recommendations for campus interviews from its short list in the coming weeks. █████████

After the campus visits, the Executive Committee will be asked to approve any recommendations from the committee to extend an offer.

If no further discussion is necessary, you may record your vote here: https://utexas.qualtrics.com/jfe/form/SV_8BRrz3pVOKHzcq2.

If anyone would like to call a meeting of the Executive Committee to discuss before voting, we shall do so.

Best,
Justin

TX-UT-24-0577-A-000050

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: "Devin Stauffer" <dstauffer@austin.utexas.edu>
"Carrell, Scott E" <scott.carrell@austin.utexas.edu>
"Greitens, Sheena E" <sheena.greitens@austin.utexas.edu>
pfernandez@utexas.edu <pfernandez@utmail.utexas.edu>
"Bonevac, Daniel A" <bonevac@austin.utexas.edu>

Date: 11/30/2023 12:15:28 PM

Subject: Ex Comm Meeting: Consolidating E-mails

Colleagues,

1. Currently, we are holding Wednesday, Dec. 6, at Noon for an ad hoc executive committee meeting to discuss faculty recruitment. If there a time that works for everyone on December 6, we can adjust. Doodle poll here.
2. One time-sensitive possibility involves Andrew Johnston. He will be in Texas next week. While he is here, we can invite him to visit UT next Friday, December 8. However, we would need executive committee approval.
3. Devin indicated in his e-mail that he is happy with this initial interview list but would like to discuss additional interviews. If others are also happy with this initial list, this link remains live to approve (knowing that we will also add to this in the future, possibly next week).

Best,
Justin

TX-UT-24-0577-A-000051

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: "Carrell, Scott E" <scott.carrell@austin.utexas.edu>
pfernandez@utexas.edu <pfernandez@utmail.utexas.edu>
"Bonevac, Daniel A" <bonevac@austin.utexas.edu>
"Devin Stauffer" <dstauffer@austin.utexas.edu>
"Greitens, Sheena E" <sheena.greitens@austin.utexas.edu>

Date: 12/4/2023 12:23:52 PM

Subject: Executive Committee meeting: 12/6 at 10:00 AM

Hi all,

It looks like 10am on Wednesday morning will be best. I changed the calendar invitation. I will send out a meeting agenda tomorrow.

Best,
Justin

From:	"Dyer, Justin" <justin.dyer@austin.utexas.edu>
To:	"Carrell, Scott E" <scott.carrell@austin.utexas.edu>
	pfernandez@utexas.edu <pfernandez@utmail.utexas.edu>
	"Devin Stauffer" <dstauffer@austin.utexas.edu>
	"Greitens, Sheena E" <sheena.greitens@austin.utexas.edu>
	"Bonevac, Daniel A" <bonevac@austin.utexas.edu>
CC:	dmateer@utexas.edu <dmateer@utmail.utexas.edu>
Date:	12/20/2023 2:29:32 PM
Subject:	Civics major proposal
Attachments:	Proposal for a New Major 12-15[44].pdf

Colleagues,

Please find attached a draft proposal for an undergraduate major in Civics (CIV) to be housed in the School of Civic Leadership. The proposal comes from the SCL curriculum committee: Dirk Mateer (chair), Rob Koons, Dan Bonevac, Dima Shamoun, Brian Roberts, and Antonio Sosa (nonvoting staff representative).

Next steps will include a discussion among our Executive Committee and solicitation of feedback from Faculty Council's C3 committee. In January, I will consult with units on campus that have an overlap in curricular focus.

Our regular Executive Committee meetings in the Spring will fall on the following dates. These will be at Noon via Zoom. Other business may be conducted via e-mail or in *ad hoc* meetings. Our major business items for the Spring semester will be faculty recruitment and curriculum development.

01/31/2024
02/28/2024
03/27/2024
04/24/2024

Happy Holidays.

Best,
Justin

TX-UT-24-0577-A-000053

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: "Carrell, Scott E" <scott.carrell@austin.utexas.edu>
"Bonevac, Daniel A" <bonevac@austin.utexas.edu>
pfernandez@utexas.edu <pfernandez@utmail.utexas.edu>
"Greitens, Sheena E" <sheena.greitens@austin.utexas.edu>
"Devin Stauffer" <dstauffer@austin.utexas.edu>
dmateer@utexas.edu <dmateer@utmail.utexas.edu>

Date: 12/27/2023 3:41:38 PM

Subject: Civics curriculum discussion

Colleagues,

Our curriculum proposals have been circulated to Faculty Council's C-3 Committee for feedback by January 5. I propose that we carve out time to meet on January 8 or 9 to discuss their feedback and any other issues we have identified before then. After the next round of revisions, we can then circulate to other units for feedback. As part of this process, we will need to document that we have discussed with any other school or college that is potentially affected (e.g., COLA, LBJ, Moody). We will then need to submit the final version of these proposals for approval by our Executive Committee and then consideration by Faculty Council.

To help organize our discussion, it would be helpful for each of us to formulate specific questions and suggestions in advance of the meeting.

At your convenience, please use this poll to let us know your availability. I'll then send a calendar invite with a time/day that works for most.

Best,
Justin

TX-UT-24-0577-A-000054

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: "Carrell, Scott E" <scott.carrell@austin.utexas.edu>
pfernandez@utexas.edu <pfernandez@utmail.utexas.edu>
"Devin Stauffer" <dstauffer@austin.utexas.edu>
"Greitens, Sheena E" <sheena.greitens@austin.utexas.edu>
"Bonevac, Daniel A" <bonevac@austin.utexas.edu>

Date: 2/9/2024 4:53:02 PM

Subject: Ad Hoc Executive Committee Meeting

Colleagues,

Our interviews for faculty candidates in SCL will wrap up on Tuesday, February 13. Shortly after that final interview, our Faculty Appointments Committee will have recommendations for our initial offers. Additionally, our Curriculum Committee will soon have a finalized proposal for a BA in Civics.

Because decisions on both proposals are time sensitive, I would like to schedule an ad hoc Executive Committee meeting on Wednesday, February 14. Please fill out this poll with your availability, and I will try to find a time that works for everyone.

Best,
Justin

TX-UT-24-0577-A-000055

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: "Carrell, Scott E" <scott.carrell@austin.utexas.edu>
"Devin Stauffer" <dstauffer@austin.utexas.edu>
pfernandez@utexas.edu <pfernandez@utmail.utexas.edu>
"Bonevac, Daniel A" <bonevac@austin.utexas.edu>
"Greitens, Sheena E" <sheena.greitens@austin.utexas.edu>

Date: 2/12/2024 9:09:31 AM

Subject: SCL Executive Committee Meeting

Let's plan to meet at 8:30 AM on Wednesday to consider a proposal from our curriculum committee and recommendations for faculty hires from our campus interviews. I will send the proposals and committee reports as soon as they are finalized.

We can use this link: https://utexas.zoom.us/j/2702126208

TX-UT-24-0577-A-000056

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: "Carrell, Scott E" <scott.carrell@austin.utexas.edu>
pfernandez@utexas.edu <pfernandez@utmail.utexas.edu>
"Bonevac, Daniel A" <bonevac@austin.utexas.edu>
"Greitens, Sheena E" <sheena.greitens@austin.utexas.edu>
"Devin Stauffer" <dstauffer@austin.utexas.edu>

Date: 2/13/2024 4:22:01 PM

Subject: Executive Committee meeting agenda

Colleagues,

There are two items for our executive committee meeting agenda tomorrow.

1. Curriculum proposal, update, and timeline
2. Recommendations from our faculty appointments committee

Our committees are finalizing proposals and recommendations now. I will send them in advance of our meeting. Given the tight turnaround, however, we will postpone voting until all executive committee members are satisfied that proposals and recommendations have been properly considered and discussed.

Best,
Justin

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: pfernandez@utexas.edu <pfernandez@utmail.utexas.edu>
"Carrell, Scott E" <scott.carrell@austin.utexas.edu>
"Greitens, Sheena E" <sheena.greitens@austin.utexas.edu>
"Bonevac, Daniel A" <bonevac@austin.utexas.edu>
"Devin Stauffer" <dstauffer@austin.utexas.edu>

Date: 3/11/2024 9:01:24 AM

Subject: 3/15 Executive Committee meeting

Attachments: Faculty Council Waiver e-mail.pdf

Colleagues,

I'm sorry to send this note over spring break, but there is an item of business that I would like to bring to the Executive Committee soon. As you know, we are gathering feedback from the provost's office during the pre-review period for our proposed BA in Civics. I would like to bring to you a summary of the feedback and a suggestion for how to address the feedback.

According to the Faculty Council Waiver (attached), the SCL's Executive Committee has authority to provide internal approval for the curriculum proposals for the school. At this stage of the process, it is appropriate for the Executive Committee to propose and approve final revisions in response to the pre-review feedback.

Please reply to me (no need to reply to all) to let me know your availability on Friday, March 15, for an ad hoc meeting (via Zoom) to discuss final curriculum proposal revisions and approval. If there is a time that works for all, I will send a calendar invite.

Best,
Justin

TX-UT-24-0577-A-000058

Subject:	School of Civic Leadership, Faculty Council School Governance Standards
Date:	Wednesday, November 29, 2023 at 11:00:09 AM Central Standard Time
From:	Council, Faculty <fc@austin.utexas.edu>
To:	Dyer, Justin <justin.dyer@austin.utexas.edu>, dmateer@utexas.edu <dmateer@utmail.utexas.edu>
CC:	Herman, Jeanette M <hermanjm@austin.utexas.edu>, charlottecanning@utexas.edu <charlottecanning@utexas.edu>, Jen Moon <jen.moon@austin.utexas.edu>

Attachments: D 7986_ltr_040510.pdf, gov_min_standards.pdf

Dear Dean Dyer,

In 2010, the Faculty Council endorsed the following minimal standards for college and school governance procedures:

1. Colleges and schools have at least one annual meeting.
2. The curriculum committee ought to either be elected by the faculty or, if the curriculum committee is appointed by a chair or a dean, the curriculum changes ought to be circulated to the full college faculty for approval, protest, or no protest.
3. The college and school faculty vote on and be made aware of these procedures.

   The Faculty Council will no longer process approval for curriculum updates from colleges/schools that do not meet these standards. (You may find the Council resolution establishing these standards attached).

Since the School of Civic Leadership is a new unit that is currently building its faculty and curriculum, the Council will waive these requirements for the School for one year in order to support the development of the new unit. In fall 2024, we will meet to see how the School is progressing and what further collaborations we need to explore.

It is our understanding that the School of Civic Leadership has formed an Executive Committee, composed of faculty with primary appointments in other colleges/schools, and this Executive Committee will provide internal faculty approval for curriculum proposals from the School.

Please let us know if you have any questions (fc@austin.utexas.edu).

Sent on behalf of Jen Moon (Faculty Council Chair) and Charlotte Canning (Secretary of the General Faculty and Faculty Council)

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: "Devin Stauffer" <dstauffer@austin.utexas.edu>
"Greitens, Sheena E" <sheena.greitens@austin.utexas.edu>
"Bonevac, Daniel A" <bonevac@austin.utexas.edu>
"Fernandez, Patricio A" <patricio.fernandez@austin.utexas.edu>
"Carrell, Scott E" <scott.carrell@austin.utexas.edu>

Date: 3/12/2024 10:03:43 AM

Subject: Executive Committee Agenda

Attachments: Executive Committee Agenda 03.15.24.pdf

Colleagues,

Please see attached for Friday's agenda. Thank you for being available to meet. I will follow up with materials for our discussion after conversations this week with the deans of LBJ and COLA.

Best,
Justin

TX-UT-24-0577-A-000060

The University of Texas at Austin
School of Civic Leadership

Executive Committee Agenda
Friday, March 15, 2024
10:00 – 11:30 AM via Zoom
https://utexas.zoom.us/j/2702126208

1. Faculty Recruitment Update

2. SCL Curriculum Proposal / Provost Pre-Review

3. Adjourn

TX-UT-24-0577-A-000061

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: "Devin Stauffer" <dstauffer@austin.utexas.edu>
"Bonevac, Daniel A" <bonevac@austin.utexas.edu>
"Carrell, Scott E" <scott.carrell@austin.utexas.edu>
pfernandez@utexas.edu <pfernandez@utmail.utexas.edu>
"Greitens, Sheena E" <sheena.greitens@austin.utexas.edu>

Date: 3/14/2024 3:41:49 PM

Subject: Draft curriculum for discussion tomorrow

Attachments: BA Civics, 14 March 2024.pdf

Dear Colleagues,

Attached is a draft curriculum document to anchor our discussion tomorrow. I will also update the committee on the feedback we received during the pre-review process. Sheena, I know you are traveling tomorrow, but I'll be happy to find a time to brief you on everything.

Best,
Justin

TX-UT-24-0577-A-000062

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: "Carrell, Scott E" <scott.carrell@austin.utexas.edu>
"Greitens, Sheena E" <sheena.greitens@austin.utexas.edu>
pfernandez@utexas.edu <pfernandez@utmail.utexas.edu>
"Bonevac, Daniel A" <bonevac@austin.utexas.edu>
"Devin Stauffer" <dstauffer@austin.utexas.edu>

Date: 3/27/2024 10:07:07 AM

Subject: FW: SCL Executive Committee Meeting

Colleagues, A reminder that we have our regularly scheduled SCL executive committee meeting today. I do not have a formal agenda, but I'll provide an update on various things for anyone who is able to join the conversation today.

From: justin.dyer@austin.utexas.edu
When: 12:00 PM - 1:00 PM March 27, 2024
Subject: SCL Executive Committee Meeting
Location: Zoom

The School of Civic Leadership's Executive Committee meetings this semester will be at 12pm on 1/31; 2/28; 3/27; and 4/24. I will send an agenda in advance. We can meet via Zoom using this link: https://utexas.zoom.us/j/2702126208

From: "Dyer, Justin" <justin.dyer@austin.utexas.edu>

To: pfernandez@utexas.edu <pfernandez@utmail.utexas.edu>
"Devin Stauffer" <dstauffer@austin.utexas.edu>
"Bonevac, Daniel A" <bonevac@austin.utexas.edu>
"Greitens, Sheena E" <sheena.greitens@austin.utexas.edu>
"Carrell, Scott E" <scott.carrell@austin.utexas.edu>

Date: 4/23/2024 5:07:52 PM

Subject: Agenda for tomorrow's meeting

Attachments: Executive Committee Agenda 04.24.24.pdf

All,

See attached. This will be our last Executive Committee meeting of the year. Thank you for all the work you have put in this year.

Best,
Justin

TX-UT-24-0577-A-000064

The University of Texas at Austin
School of Civic Leadership

Executive Committee Agenda
April 24, 2024
12:00 – 1:00 PM via Zoom
https://utexas.zoom.us/j/2702126208

1. Curriculum update

2. Faculty hiring update

3. Faculty hiring in 2024-25

4. Adjourn

TX-UT-24-0577-A-000065

The University of Texas at Austin
School of Civic Leadership

Executive Committee Agenda
February 28, 2024
12:00 – 1:00 PM via Zoom
https://utexas.zoom.us/j/2702126208

1. Update on SCL's Curriculum Proposal. Documents are available here.

2. Recommendations from the Faculty Appointments Committee. Candidate files are available here.

3. Vote on Faculty Appointments Committee recommendations.

4. Adjourn

The University of Texas at Austin
School of Civic Leadership

Executive Committee Agenda
Friday, March 15, 2024
10:00 – 11:30 AM via Zoom
https://utexas.zoom.us/j/2702126208

1. Faculty Recruitment Update

2. SCL Curriculum Proposal / Provost Pre-Review

3. Adjourn

The University of Texas at Austin
School of Civic Leadership

Executive Committee Agenda
April 24, 2024
12:00 – 1:00 PM via Zoom
https://utexas.zoom.us/j/2702126208

1. Curriculum update

2. Faculty hiring update

3. Faculty hiring in 2024-25

4. Adjourn

The University of Texas at Austin
School of Civic Leadership

Executive Committee Agenda
September 27, 2023
12:00 – 12:45 PM via Zoom
https://utexas.zoom.us/j/2702126208

1. Presentation from Jeannette Herman, Assistant Dean for Academic Initiatives, School of Undergraduate Studies

2. Update on curriculum development and faculty recruitment

3. Faculty Appointments Committee recommendation of a .25 appointment for ▮▮▮ ▮▮▮▮▮▮ in the School of Civic Leadership

    a. Discussion   b. Vote

4. Adjourn

The University of Texas at Austin
School of Civic Leadership

Executive Committee Agenda
October 25, 2023
12:00 – 12:45 PM via Zoom
https://utexas.zoom.us/j/2702126208

1. Update form the curriculum committee (Dirk Mateer)

2. Update from the faculty appointments committee (Scott Carrell)

3. Discuss of faculty workload policy

   a. For comparison, see Moody and COLA draft workload policies
   b. Discussion of optimal workload policies for the School of Civic Leadership
   c. Goal: Adoption of workload policy at our next executive committee meeting

4. Adjourn

The University of Texas at Austin
School of Civic Leadership

Executive Committee Agenda
December 6, 2023
10:00 – 11:00 AM via Zoom
https://utexas.zoom.us/j/2702126208

1. Faculty Appointments Committee

   a. Campus interview list
   b. Professional-track appointment for Dirk Mateer

2. Discuss of draft faculty workload policy

3. Adjourn