

St. John's University, New York
STATUTES



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FOREWORD

WHEN, in September, 1951, the Statutes of St. John's University were published for the first time, they embodied in a formal manner the various traditions and regulations which had been the established pattern for the governance of the University almost from its inception in 1870.

Because of the increasing complexity of St. John's, the administrators were conscious of the fact that the published Statutes would necessarily have to be revised in a relatively short period of time. As a result of this thinking a Committee on Revision was appointed immediately.

Careful scrutiny of the facts of additional administrators, additional functions of existing administrators, additional services of the University and the addition of the Jamaica Campus offered much reflection to the members of the Committee and caused a veritable multitude of suggestions regarding the matter and form of the Revision of the Statutes.

In June, 1959, the members of the Committee commenced to formalize the suggestions. Drafts were completed and distributed to the administrative and instructional staffs. Emendations and corrections were incorporated. In June of 1960, the Revision was completed, faulty and inadequate, as it may be, for the future generations of St. John's.

The labors of the Committee are sincerely appreciated. Without them and those who were interested enough to give them assistance, the Revision would have been impossible. The fruits of their labors, i.e., the orderly governance of St. John's, will stand as a monument to the long and tedious hours which they spent in bringing to completion the first Revision of the Statutes of St. John's University.

JOHN A. FLYNN, C.M.
President

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PART ONE

Objectives of the University

Article 1.1, *General Objective*

§1.1.1 Incorporated as a university with liberal arts colleges, graduate school and professional schools, St. John's University has the general objective of offering such opportunities to achieve traditionally classical and professional education as will enable men and women to develop in learning and culture according to the philosophical and theological principles and traditions of the Roman Catholic Church.

Article 1.2, *Particular Objectives*

§1.2.1 To accomplish the general objective of the University, the following specific objectives are necessary:

- a. To make students conscious of the fact that they are not merely natural men, but that, in addition, they possess a supernatural destiny.
- b. To bring to the fullest expansion in them the total range of their natural and supernatural capacities.
- c. To develop their intellects to know not merely the content of the humanities and the sciences, but also the deposit of Divine Revelation.
- d. To shape their wills to do good not merely according to the Natural Law but also according to the Divine Positive Law.
- e. To train them to recognize and love God as the Supreme Being and their fellowmen as creatural equals before God.
- f. To nurture in them a profound respect for intellectual honesty.
- g. To indoctrinate them with the philosophy of responsibility.
- h. To expand in them not only their native ability to inquire but also their elementary capacity to create.

§1.2.1

- i. To encourage them to pursue graduate studies in the classical, the scientific or the professional field.
- j. To make them thoroughly conscious of the social pattern in which they, as college graduates, have a distinguished setting.
- k. To enkindle in them a deep and lasting love and respect for their country and the truly democratic principles on which it was founded and on which alone it is capable of surviving.
- l. To inculcate in them the duty of knowing the history and the traditions of all the members of the family of nations so that they may be made conscious of the obligation to practice universally Christian justice and charity as the best means of improving international relations and of establishing enduring world peace.
- m. To provide, for persons who are employed and thus unable to pursue a full-time schedule of studies, programs of part-time instruction of the same caliber as those offered to full-time students.

PART TWO

Government of the University

Article 2.1, *Board of Trustees*

§2.1.1

By virtue of the provisions of the charter granted and amended by the Regents of the University of the State of New York and by virtue of Section 226 (formerly Section 68) of the Education Law of the State of New York, the Board of Trustees of St. John's University, New York, is vested with all the powers, privileges and subject to all the duties, limitations and restrictions prescribed for colleges and universities by law or by the ordinances of the University of the State of New York.

§2.1.2

The Board of Trustees shall consist of not fewer than five nor more than twenty-five *ex officio* and elected members of whom at least two-thirds and in any event not fewer than five members shall be Priests of the Congregation of the Mission, commonly known as the Vincentian Fathers.

§2.1.3

a. The President, Vice Presidents, Secretary and Treasurer of the University, the Local Superior and the Assistant Superior of each House of the Congregation of the Mission erected and maintained for the purpose of supplying the University with administrative and teaching personnel, and the Provincial Superior of the Congregation of the Mission, shall be *ex officio* members of the Board of Trustees.

b. The President of the University shall be Chairman of the Board of Trustees and the Executive Vice President of the University shall be Vice Chairman of the Board. The Vice President for Business Affairs and Treasurer of the University shall act as Secretary of the Board of Trustees.

§2.1.4

Subject to the limitations of Section 2.1.2 of this Article, the Board of Trustees shall, in its discretion and upon nomination by the Chairman, elect additional members to the Board.

§2.1.5

- a. An *ex officio* member of the Board of Trustees shall have tenure which shall be coextensive with his tenure in that office to which membership on the Board has been attached.
- b. An elected member of the Board shall hold office until the next meeting of the Board following the third anniversary of his election to the Board, but he shall be eligible for re-election for an indefinite number of terms.

- c. An elected member who is a Priest of the Congregation of the Mission, assigned to St. John's University, shall have tenure similar to any other elected member except that it shall be subject to earlier termination if he is transferred by his Religious Superiors to a House other than a House of the Congregation of the Mission established at St. John's University. The tenure of such a member shall terminate when the Board elects his successor.

§2.1.6

The office of any elected trustee shall become vacant on his death, resignation, refusal to act, removal from office, expiration of his term, or any other cause specified in the charter or in the University Statutes. If any trustee shall fail to attend three consecutive meetings without excuse accepted as satisfactory by the Board of Trustees, he shall be deemed to have resigned and the vacancy shall be filled. The provisions of Section 226, subdivision 4, of the Education Law of the State of New York relative to the removal and filling of vacancies in the Board, shall be deemed not to apply to St. John's University by virtue of the clause in that section specifically excluding its application to an educational corporation established and maintained by a religious order.

§2.1.7

The Board of Trustees shall meet at least three times each year; namely, in January, April, and October. The Board shall meet on its own adjournment or when required by its by-laws or when summoned by its Chairman or in the event of his prolonged absence, death, or incapacity, by the Vice Chairman, or upon the written request of three members of the Board presented to the Chairman or, in a proper case, the Vice Chairman.

§2.1.8

Notice of the time and place of every meeting shall be mailed not less than five nor more than ten days before the meeting to the usual address of every trustee. But a meeting may be held upon shorter notice provided that a majority of the members have failed to file a formal protest after having had an opportunity to do so.

§2.1.9

A majority of the entire membership of the Board shall constitute a quorum and all resolutions shall be enacted by a majority vote of those present and voting unless a by-law or these Statutes provide otherwise.

§2.1.10

The Board of Trustees has power:

- a. With the consent of the Board of Regents of the University of the State of New York and after consultation with the appropriate accrediting agencies, to establish new academic units of the University, according to the needs of the University and the community which it serves.

- b. To take and hold by gift, grant, devise or bequest real and personal property in its own right or in trust for any purpose comprised in the objectives of the University or authorized by the University charter or by special authorization of the Regents of the University of the State of New York. Any such gift, grant, devise or bequest shall be deemed equally valid whether made in the name of the University or to the Board, and the powers of the Trustees shall be deemed the powers of the University.

- c. To buy, sell, mortgage, let and otherwise use and dispose of its property as it shall deem for the best interests of the University; and also to lend or deposit, or to receive as a gift, or on loan or deposit, literary, scientific or other articles, collections or property pertaining to its work.

- d. To grant such degrees and honors as are specifically authorized by the charter of the University and approved by the Regents of the University of the State of New York and in testimony thereof to issue suitable certificates and diplomas under the seal of the University. Every such certificate and

§2.1.10

diploma shall entitle the conferee to all the privileges and immunities attached thereto by usage or statute.

e. To make all by-laws and rules necessary or proper for the purposes of the University and not inconsistent with law or these Statutes; but no rule by which more than a majority vote shall be required for any specified action by the Board shall be amended, suspended or repealed by a smaller vote than that required for action thereunder.

f. Acting through the President, to appoint and fix the salaries of such officers and employees as it shall deem necessary who, unless employed under a contract or an appointment whose duration is expressed therein or in these Statutes, shall hold their offices during the pleasure of the Board; but no trustee shall receive compensation as such.

§2.1.11

a. Any person who serves the University in a position which, as provided in these Statutes, is to be filled by election or appointment or engagement made or approved by the Board or by the President, shall be dismissed or suspended from office or employment only by the President, acting under direction of the Board or of its Executive Committee.

b. The Board shall delegate to the administrative head of each academic and other unit of the University authority to engage, within budget provisions, persons to serve his unit in positions which, as provided in these Statutes, are not required to be filled by appointment or engagement made or approved by the Board or by the President, as well as authority to dismiss or suspend from employment persons who serve his unit in such positions.

c. Suspension and termination of faculty status are governed not by this Section and Section 2.1.12, but by Article 5.7 of these Statutes.

§2.1.12

a. Whenever the President or the administrative head of a unit dismisses or suspends any person serving the University, he shall notify that person that such dismissal or suspension is subject to review in accordance with this Section, provided that the person dismissed or suspended, within five days after

§2.1.12

he is suspended or dismissed, shall communicate to the Executive Committee in writing his wish to be heard on the review of his dismissal or suspension.

b. If the person dismissed or suspended does not thus communicate to the Executive Committee his wish to be heard, the dismissal or suspension shall stand without the hearing and review for which this Section provides.

c. Upon receipt of a timely communication from a person dismissed or suspended, expressing his wish to be heard in accordance with this Section, the Executive Committee shall designate a hearing committee of one or more persons and shall set a time and place for its hearing on this matter. Notice in writing, which shall state the purpose of the hearing, the identity of the hearing committee, and the time and place set for the hearing shall be prepared and signed by the Secretary of the Executive Committee. Such notice the Secretary shall deliver personally or by registered or certified mail, at least one week before the date set for the hearing, to each member of the Board, to the person dismissed or suspended, and to the unit heads concerned.

d. The hearing committee shall provide fair opportunity for the person dismissed or suspended to offer before it evidence and argument in his defense. It shall also receive evidence and argument offered by the administrative officers or unit heads concerned. The committee may postpone and continue its hearing, with fair notice to all concerned.

e. If the dismissal or suspension was made by the President, the hearing committee shall report in writing its proceedings, findings and recommendations to the Board of Trustees, and the Board shall review the President's action in the premises and shall determine finally whether it shall stand or shall be rescinded. If the dismissal or suspension was made by a person other than the President, the hearing committee shall report to the Executive Committee and the Executive Committee shall review the action and shall determine finally whether it shall stand or shall be rescinded.

§2.1.12 *f.* The Secretary of the body which reviewed and finally determined the matter shall communicate that determination to the person dismissed or suspended and to the administrative officers or unit heads concerned.

g. Nothing contained in this Section shall be taken to abridge the authority of the President and administrative officers of the University to direct a person dismissed or suspended to abstain from exercising his office and performing his duties, and to leave the premises where his office is executed and his duties performed, at any time after the notification described in Subsection *a* of this Section has been given, either orally or in writing.

h. When the dismissal or suspension of any person from service in the University is reviewed in accordance with this Section and the final determination of the competent body is that such dismissal or suspension shall stand, the compensation due that person shall be computed without reference to the time consumed by proceedings taken under this Section.

Article 2.2, *Executive Committee*

§2.2.1 *a.* The members of the Domestic Council of the House or Houses of the Congregation of the Mission established at St. John's University who are also members of the Board of Trustees shall constitute the Executive Committee of the Board.

b. When there is only one House of the Congregation of the Mission erected and maintained for the purpose of supplying the University with administrative and teaching personnel, the Local Superior of that House shall be *ex officio* Chairman of the Executive Committee; when there is more than one such House, the Chairman of the Executive Committee shall be elected by majority vote of the members of the Committee upon nomination by the Provincial Superior of the Congregation of the Mission.

c. The President shall appoint the Secretary of the Executive Committee. The minutes of the meetings of the Executive

§2.2.1 Committee shall be deemed the minutes of the Board of Trustees and shall be filed accordingly. A copy of the minutes shall be distributed promptly to each member of the Board after each meeting.

§2.2.2 The Executive Committee shall have the power to transact all business of the University except to grant degrees.

§2.2.3 The Executive Committee shall meet regularly as required by its by-laws or on its own adjournment or when summoned by its Chairman or by the Chairman of the Board of Trustees.

Article 2.3, *Committee on Academic Affairs*

§2.3.1 The Committee on Academic Affairs shall have three members: the Academic Vice President as Chairman *ex officio*, and two other members of the Board designated by the President.

§2.3.2 The Committee shall advise the Board on policies pertaining to the academic affairs of the University, e.g., the establishment and continuation of schools, colleges, departments, institutes and other academic programs of the University, on policies respecting the appointment of Deans, Chairmen of Departments, other administrative personnel, and the Faculty, and respecting their compensation, on policies concerning the admission of students and their dismissal for academic reasons, and on all related matters.

Article 2.4, *Committee on Student Activities*

§2.4.1 The Committee on Student Activities shall have three members: the Vice President for Student Personnel Services as Chairman *ex officio*, and two other members of the Board designated by the President.

§2.4.2 The Committee shall advise the Board on matters of policy pertaining to the dismissal of students for other than academic causes, the co-curricular and extra-curricular activities of the students, and the requirements of the student personnel services program, and on all related matters.

Article 2.5, *Committee on Financial Affairs*

- §2.5.1** The Committee on Financial Affairs shall have three members: the President, the Vice President for Business Affairs and Treasurer as Chairman *ex officio*, and the Assistant Treasurer.
- §2.5.2** The Committee shall report to the Board the conclusions arrived at in its meeting with the Advisory Finance Committee.
- §2.5.3** The Committee shall seek the approval of the Board in policy matters pertaining to the income, investments and expenditures of the University.
- §2.5.4** The Vice President for Business Affairs and Treasurer shall bring to the attention of the Committee the reactions and recommendations of the Advisory Finance Committee.

Article 2.6, *Committee on Athletics*

- §2.6.1** The Committee on Athletics shall have three members: the Executive Vice President as Chairman *ex officio*, and two other members of the Board designated by the President.
- §2.6.2** The Committee shall advise the Board on matters of policy pertaining to the selection of the Moderator of Athletics, the Director of Athletics, the Director of Intramural Sports, and the Coaches, the establishment of new sports and the continuation of established sports, the use of the gymnasium, and the schedules of the various teams, and on all related matters.

Article 2.7, *President*

- §2.7.1** The President of the University shall be a Priest of the Congregation of the Mission and shall be elected by majority vote of the Board of Trustees upon nomination by the Provincial Superior of the Congregation of the Mission.
- §2.7.2** The President shall be the chief executive officer of the University. The Board of Trustees shall exercise through the President its powers in all the academic activities, in the financial affairs, and in the improvement and development of the physical facilities of the University. The Academic Senate and the Council of

- §2.7.2** Deans shall channel their advice and recommendations through the President, who shall be charged to bring such matters to the attention of the Board.
- §2.7.3** He shall be a member of every Faculty and the head of all the colleges, schools, installations and extensions of the University. All officers, administrative and instructional, and all employees of the University shall be responsible to him and shall be under his direction, either immediately or mediately through officers to whom he has delegated responsibility for units of the University and for their personnel.
- §2.7.4** He shall act for the University in all matters pertaining to the appointment, promotion, compensation and dismissal of administrative officers, faculty members and employees of the University, saving the provisions of these Statutes which place responsibility for some such matters in the Board of Trustees, the Committee on Tenure, Rank and Salary, or in the Treasurer or other executive and administrative officers of the University.
- §2.7.5** On or about June 15 of each year, in consultation with the Vice Presidents, Treasurer and administrative heads of the various units of the University, he shall prepare an annual budget for the next fiscal year, and submit it for consideration and approval by the Executive Committee of the Board of Trustees. Before acting on the budget proposed, the Executive Committee shall consider the recommendations of the Committee on Financial Affairs and the Committee on Tenure, Rank and Salary. Before the opening of the next fiscal year the President shall announce budget provisions to the heads of University units. Normally, within one month after the opening of each fiscal year, the President shall provide for budget control and for revisions.
- §2.7.6** He shall initiate continued long range planning for the improvement and development of the University, taking into consideration the previously approved plans, objectives, educational developments and the prospective resources of the University. Upon approval by the Board of Trustees these plans shall become a part of the policy of the University and may not be changed without the approval of the Board.

§2.7.7 On or about August 1 of each year he shall prepare a report of the conditions, needs and immediate plans of the University. A copy shall be distributed to each member of the Board of Trustees.

§2.7.8 He shall be responsible for the public relations of the University in its association with the educational world, the community, the faculty and the students of the University. He shall exert his efforts toward the maintenance of University contacts and the establishment of new ones in a continuing program to extend the influence and increase the resources of the University.

§2.7.9 He shall appoint and supervise directly the Director of Libraries, the Executive Secretary of the Alumni Federation, and the Director of Public Relations.

§2.7.10 He shall preside at commencement exercises and other University assemblies, and he shall sign and confer in the name of the Board of Trustees all certificates, degrees and honors voted by the Board.

§2.7.11 He shall be empowered together with the Secretary of the Board of Trustees within the law of the State of New York to sign and join in the execution of all deeds and instruments in the name of the Board of Trustees and to affix thereto the corporate seal of the University.

§2.7.12 The President's tenure of office terminates when the Board, in accordance with Section 2.7.1 of this Article, elects his successor.

Article 2.8, Executive Vice President

§2.8.1 The Executive Vice President shall be a Priest of the Congregation of the Mission elected by majority vote of the Board of Trustees upon nomination by the Provincial Superior of the Congregation of the Mission.

§2.8.2 *a.* He shall be the chief executive officer next to the President.
b. In the absence of the President, he shall exercise the duties of the President in the routine affairs of that office.

§2.8.2 *c.* He shall be the principal educational adviser to the President.
d. Under the President, he shall exercise general executive responsibility in connection with educational policies, programs and procedures of the University and the administrative subdivisions by which they are conducted.

§2.8.3 Under the President, he shall exercise general supervision over the administrators of the schools of the University.

§2.8.4 In like manner, he shall exercise general supervision over the educational and service facilities of the University and their administrators.

§2.8.5 In like manner, he shall be responsible for the coordination of the work of the various academic and service facilities, and shall direct his attention particularly to conflicts and duplication which may arise in the operation of such facilities.

§2.8.6 He shall be *ex officio* Vice Chairman of the Board of Trustees, General Supervisor of the various Research Boards, Chairman of the Committee on Tenure, Rank and Salary, Chairman of the Board of Trustees' Committee on Intercollegiate Athletics and a member of the Committee on Buildings and Grounds.

§2.8.7 Upon delegation from the President, he shall represent the University in its general educational and accreditation relationships.

§2.8.8 On or about August 1 he shall submit to the President a digest of the reports which he shall receive from the various departments, boards and committees for which he has responsibility.

Article 2.9, Academic Vice President

§2.9.1 The Academic Vice President shall be a Priest of the Congregation of the Mission elected by majority vote of the Board of Trustees upon nomination by the Provincial Superior of the Congregation of the Mission.

§2.9.2 *a.* He shall be the chief executive officer of the University next to the Executive Vice President.

§2.9.2

b. In the absence of the President and Executive Vice President he shall exercise the duties of the President in the routine affairs of that office.

c. He shall be Chairman of the Council of Deans, Chairman of the Academic Senate and a member of the Committee on Buildings and Grounds.

d. He shall act for the President in the routine matters of academic administration, and even extraordinary matters shall be discussed with him before they are referred to the President.

§2.9.3

Under the President, he shall be responsible for the immediate supervision, the development and improvement of the curricula of the several schools of the University.

§2.9.4

Under the President, he shall supervise the qualifications of the members of the several faculties and shall be charged with presenting to the Board of Trustees candidates for appointment to the Faculty. He shall make recommendations for advancement in tenure, rank and salary of the members of the administrative and teaching staffs of the University, and he shall forward the Deans' recommendations in such matters.

§2.9.5

Along with the Deans he shall be charged with maintaining, for all students of the University, the standards of the various accrediting bodies of which the schools of the University are members. In doubtful and difficult cases, he shall act with the responsible Dean in determining the dismissal of students who fail to comply with these and other academic standards adopted by the University.

§2.9.6

Upon delegation from the President, he shall represent the University in specific educational and accreditation relationships. He shall exercise general supervision over the completion of questionnaires submitted by various educational and governmental agencies to the University or to any University unit.

§2.9.7

In an effort to improve, expand, develop and/or correct, the Academic Vice President shall always approach the Dean of the academic unit of which there is question. Ordinarily the approach by the Deans or administrative heads to the Executive

§2.9.7

Vice President and/or President shall be made through the Academic Vice President, with the understanding that the Executive Vice President and/or President is always available to the Deans and administrators of the University.

§2.9.8

On or about August 1 he shall submit to the President a digest of the reports which he shall receive from the several schools and committees for which he has immediate responsibility.

Article 2.10, Vice President for Student Personnel Services

§2.10.1

The Vice President for Student Personnel Services shall be a Priest of the Congregation of the Mission elected by majority vote of the Board of Trustees upon nomination by the Provincial Superior of the Congregation of the Mission.

§2.10.2

a. He shall be the chief executive officer of the University next to the Academic Vice President.

b. In the absence of the President, Executive Vice President and Academic Vice President he shall exercise the duties of the President in the routine affairs of that office.

c. He shall be Chairman of the Committee on Student Welfare, Chairman of the Committee on Student Integrity, Chairman of the Committee on Scholarships, Director of State and Federal Loan Programs, and Foreign Student Adviser. He shall also be responsible for the student recruitment program for the University.

§2.10.3

Under the President, he shall be responsible for the immediate supervision of the Spiritual Counselors, Deans of Men and Women, Registrar, Director of Testing and Guidance, Director of Placement, Health Counselors and University Physicians.

§2.10.4

Under the President, he shall supervise the qualifications of the administrators mentioned in the preceding Section and he shall be charged with the approval of new staff members in those departments which are responsible for student personnel services.

§2.10.5

Along with the Deans of Students, he shall be charged with maintaining the disciplinary regulations of the University as

§2.10.5 they are stated in the Bulletins and interpreted by the several boards and committees in their decisions relating to student department, dress and relationship with individuals and groups within and without the University.

§2.10.6 He shall be charged with the appointment and supervision of the moderators of the various organizations which pertain to student life at the University. Along with the moderators he shall be responsible for enforcing the University disciplinary regulations and the canons of good taste in the fraternities, sororities and clubs of the several schools. Before acting in these matters he shall consult the competent Academic Deans.

§2.10.7 Upon delegation from the President, he shall represent the University in educational and accreditation relationships which specifically refer to student personnel services.

§2.10.8 On or about August 1 he shall submit to the President a digest of the reports which he shall receive from the departments and committees which are under his immediate responsibility.

Article 2.11, *Administrative Directors of Jamaica Campus and*

Brooklyn Center

§2.11.1 The Administrative Directors of the Jamaica Campus and the Brooklyn Center shall be Priests of the Congregation of the Mission, appointed by the President to represent him in the administration of the respective installations.

§2.11.2 Each Administrative Director shall have his office at the installation in which he represents the President.

§2.11.3 Under the President and with due regard for the several jurisdictions of the Vice Presidents and the Treasurer, each Administrative Director shall supervise and determine all matters of routine operation in the installation to which he is assigned.

§2.11.4 In all matters which affect the operation of the installation he directs, referrals to and determinations by the President, the Vice Presidents and the Treasurer shall be reported to the Administrative Director.

Article 2.12, *Vice President for Business Affairs and Treasurer*

§2.12.1 *a.* The Vice President for Business Affairs and Treasurer shall be a Priest of the Congregation of the Mission elected by majority vote of the Board of Trustees upon nomination by the Provincial Superior of the Congregation of the Mission.

b. All references in these Statutes to the person or office of the Treasurer shall be understood to refer to the person or office of the Vice President for Business Affairs and Treasurer.

§2.12.2 He shall receive all monies paid to the University and shall be responsible for their custody. He shall act for the University in respect of all negotiable and non-negotiable paper and its bank accounts. With the consent of the Board of Trustees and under the guidance of the Committee on Financial Affairs, he shall manage all University investments.

§2.12.3 Under the President, he shall be responsible for the business affairs of the University and shall advise the Deans, Director of Operations, Superintendents of Buildings and other administrative officials in matters of financial and business policy. He shall be *ex officio* Chairman of the Pension Committee.

§2.12.4 *a.* He shall have the powers of a purchasing agent for the University, with authority to contract, within budget provisions, for the acquisition of materials, supplies and equipment and for the engagement of installational, maintenance and repair services. These powers, or any of them, he may delegate to a person or persons nominated by him and appointed by the Board of Trustees as University purchasing agent or agents.

b. In the negotiation and execution of all other contracts, engagements, conveyances and releases (except in matters for which these Statutes make contrary provision), he shall be the agent of the Board of Trustees, but he shall act in any such matter only after obtaining the consent of the Board to negotiate or to conclude the particular transaction.

§2.12.5 He shall have custody of all contracts and other legal documents pertaining to the University and shall procure legal, financial or other professional advice in order that he may assure the Presi-

§2.12.5 dent and the Board of Trustees that legal instruments signed in the name of the University are designed to safeguard the interests of the University and to achieve the desired results.

§2.12.6 He shall have general responsibility for the preparation of the annual budget. On or before May 15 of each fiscal year he shall direct the Assistant Treasurer to distribute to the unit heads of the University the necessary information, directives and forms for submitting their proposals, and to work with the Vice Presidents and the Directors of Jamaica Campus and Brooklyn Center in preparing the tentative draft of the budget for the President.

§2.12.7 Upon the approval of the budget by the President and the Board of Trustees, the Treasurer shall be responsible for its control and shall not be authorized to approve any expenditures not provided for in the budget without special action of the Executive Committee, upon recommendation of the President.

§2.12.8 a. With the aid of the Assistant Treasurer and a staff of assistants to be nominated by him and appointed by the Board of Trustees, the Treasurer shall be responsible for the proper expenditure of all funds, shall keep adequate books of account and shall keep the President and unit heads informed as to budget allowances, expenditures, commitments and unencumbered balances.

b. He shall help the Deans to discharge their duties under Section 3.4.9, by furnishing to each of them an accounting analysis of expenses incurred in the operation of that Dean's academic unit.

§2.12.9 The Treasurer shall have in all of his offices the authority described in Section 2.1.11.b of these Statutes.

§2.12.10 He shall make a report to the President on December 1, June 1 and August 15 of each year and he shall arrange for an annual audit of all the accounts and books of the University by an independent firm of certified public accountants approved for this purpose by the President.

§2.12.11 He shall be a member of the Committee on Buildings and Grounds and with the advice of the Committee and the Director of Operations he shall be responsible for the management of all University buildings and properties, including maintenance, repair, and, with the authorization of the President and the Board of Trustees, remodeling and new construction.

§2.12.12 He shall be responsible for adequate insurance coverage for all University properties and for payment of taxes or assessments against such properties.

§2.12.13 He shall perform such other business functions or serve on boards and committees as the President shall direct.

Article 2.13, Assistant Treasurer

§2.13.1 The Assistant Treasurer shall be a Priest of the Congregation of the Mission elected by majority vote of the Board of Trustees upon nomination by the President of the University.

§2.13.2 The Assistant Treasurer shall assist in the financial administration of the University under the supervision of the Vice President for Business Affairs and Treasurer.

§2.13.3 The Assistant Treasurer shall be particularly charged with the preparation of the budget of the University in accordance with the provisions of Sections 2.12.6 and 2.12.8 of these Statutes.

§2.13.4 He shall also serve as a member of the Committee on Scholarships in accordance with the provisions of these Statutes.

§2.13.5 He shall discharge the duties of Bursar in all installations of the University.

PART THREE

Academic Organization of the University

Article 3.1, *Academic Senate*

- §3.1.1 The Academic Senate shall be composed of the Academic Vice President as Chairman, the Deans of the respective schools, the Director of Libraries, the Coordinator of Curricula, the Registrar, and the Director of Testing and Guidance, one representative to be elected by each of the Faculties of the University and such others as the President may deem useful or necessary.
- §3.1.2 The Academic Senate shall meet monthly on a day certain, except in the months of June, July, August and September, but may meet more frequently upon the summons of the Chairman.
- §3.1.3 The Academic Senate shall concern itself with problems arising out of faculty and student administration, academic standards of all schools, the functioning of the various service agencies of the University, overlapping and coordination of the departments, colleges and schools of the University, as well as plans and proposals for the development, expansion and strengthening of the academic life and influence of the University as a whole.
- §3.1.4 It shall be empowered to consider and recommend to the President changes within the schools of the University, and to make suggestions to the Vice President for Student Personnel Services and to University-wide boards and committees.
- §3.1.5 The Senate shall advise the Executive Committee on policies and criteria governing suspension and dismissal of students for failure to comply with academic standards adopted by the University.
- §3.1.6 The Senate membership shall not be conceived of as representing schools of the University or their individual interests but rather as University-wide representatives responsible for leadership, counsel and recommendations looking toward the develop-

Academic Organization of the University

- §3.1.6 ment, improvement, strengthening and coordination of all areas of University academic life.

Article 3.2, *Council of Deans*

- §3.2.1 The Council of Deans shall be composed of the Academic Vice President as Chairman, the Deans and the Associate Deans of the respective schools of the University, and the Coordinator of Curricula.
- §3.2.2 The Council shall meet monthly on a day certain, except in the months of June, July, August and September, and it may meet more frequently upon summons of its Chairman.
- §3.2.3 The Council shall consider and make recommendations upon the planning, coordination and improvement of the University's academic administration.
- §3.2.4 In addition to the general matters of curricula, faculty qualifications and status, criteria for admission of students and for evaluating students' academic progress, mentioned in Sections 2.9.3-5 of these Statutes, such specific matters as faculty recruitment and the evaluation of faculty performance shall engage the attention of the Council.
- §3.2.5 The Council, in seeking information needed in its deliberations shall approach the officers, boards and committees of the University through its Chairman. The Chairman shall report to the Board's Committee on Academic Affairs the recommendations of the Council.

Article 3.3, *Academic Units of the University*

- §3.3.1 The following colleges and schools have been established in the University:
- a. The Colleges of Liberal Arts and Sciences
 - 1. St. John's College
 - 2. University College
 - b. School of Education
 - 1. Department of Nursing Education

§3.3.1 c. School of Commerce

d. College of Pharmacy

e. School of Law

f. Graduate School of Arts and Sciences

§3.3.2 The Board of Trustees shall establish other academic units of the University in accordance with Section 2.1.10a of these Statutes.

§3.3.3 Wherever in these Statutes the term "colleges of the University" or "schools of the University" is used, it shall be taken to include all the academic units of the University named in this Article or established in accordance herewith, unless the contrary be clearly expressed or implied.

Article 3.4, *Academic Deans and Administrative Chairman of Department*

§3.4.1 a. Each academic unit of the University shall be administered by a Dean, except that the Department of Nursing Education shall be administered by the Administrative Chairman of that Department, acting under the Dean of the School of Education. These officers shall be appointed by the Board of Trustees upon nomination by the President of the University.

b. The Dean of Liberal Arts shall administer both of the Colleges of Liberal Arts and Sciences. He shall administer directly St. John's College, and he shall administer University College through an Associate Dean.

c. Wherever in these Statutes the term "Dean" is used, unless another meaning is expressed or implied, it shall be taken to include all Deans and the Administrative Chairman of the Department of Nursing Education, in accordance with Subsection a of this Section.

d. An officer appointed to assist a Dean in his administration of an academic unit of the University may be designated Vice Dean, Associate Dean, Assistant Dean or, in the Department of Nursing Education, Associate or Assistant Administrative Chairman of that Department. He shall be appointed by the

§3.4.1

Board of Trustees upon nomination by the President of the University. He shall act under the supervision, direction and delegation of the Dean he is appointed to assist.

§3.4.2

The Dean shall be responsible to the President through the Academic Vice President who shall act for the President in the routine matters of administration. The Dean shall always have access to the President in matters of great importance although as a rule even extraordinary matters should first be discussed with the Academic Vice President.

§3.4.3

a. The Dean shall be charged with primary responsibility for the general academic efficiency, discipline and welfare of his school and shall administer it in conformity with the policies and procedures specified by higher administrative officers or boards or committees, or by these Statutes; especially those set out in Article 6.8; and he shall refer to such administrative officers or boards or committees matters pertaining to their jurisdiction. The general discipline of students in the respective installations of the University shall be the responsibility of the respective Deans of Men or Deans of Students.

b. The Dean shall decide upon the suspension or dismissal of students who fail to comply with academic standards adopted by the University, in accordance with policies and criteria established by the Executive Committee. In difficult or doubtful cases, he shall act with the Academic Vice President.

§3.4.4

He shall after consultation with the Departmental Chairmen recommend to the Academic Vice President candidates for appointment to the Faculty of his school and shall likewise recommend members of his Faculty for retention, promotion or removal, as may become necessary or desirable. In concert with Chairmen of Departments, he shall endeavor to recruit suitable candidates for appointment to the Faculty.

§3.4.5

He shall after consultation with the Departmental Chairmen and representatives prepare teaching schedules for his Faculty and shall be responsible for conditions affecting their service such as teaching loads, types of service, conduct of classes, examinations and other pertinent matters.

§3.4.6 He shall serve as the medium of communication for all official business of his school within the University; he shall be *ex officio* a member of all committees of his school and shall appoint faculty members to serve on committees, to assignments of minor administrative duties and to special posts as may seem advisable.

§3.4.7 *a.* In a school that is served by a transverse department, the Dean shall consult with the Dean of Liberal Arts on the policies, procedures and business of the departments as these affect his school. The Dean of Liberal Arts, acting under the general supervision of the Academic Vice President, shall be charged with general authority and responsibility for the service rendered any school by such departments, but he shall act through the Dean of the school in question in the administration of matters pertaining to these departments as they affect the schools served.

b. In a school where vertical departments have been established, the Dean shall establish policies and procedures for the conduct of the business of the departments after consultation and discussion with the Chairmen. The Dean shall be charged with ultimate general authority and responsibility, but shall act through the chairman in the administration of matters pertaining to a particular department.

§3.4.8 He shall make such public and professional contacts as are necessary or advantageous for the welfare of his school; he shall represent his school in educational associations and he shall recommend and provide for adequate representation at meetings of pertinent learned societies.

§3.4.9 On or about June 15, but not less than one month nor more than two months after due request by the Assistant Treasurer of the University, the Dean shall submit a tentative list of the income and expected expenditures of his school for the following fiscal year. He shall be responsible for the administration and control of the budget of his school with the exception of such areas as are administered by general University officers.

§3.4.10 He shall approve requisitions to the Treasurer for books, equipment, apparatus and supplies, except in cases covered by other regulations.

§3.4.11 Subject to the general authority of the Committee on Buildings and Grounds, he shall supervise the buildings or parts of buildings and the equipment used by his school for academic purposes. Except when routine is involved, his requests and suggestions on matters for which the Director of Operations has responsibility shall be communicated to the Administrative Director of the installation affected thereby.

§3.4.12 The Dean shall prepare appropriate material for the General Bulletin of the University and for the Bulletin of his school, and shall submit that material to the Editor of such publications, according to the schedule determined by the Editor and the Registrar. That material shall conform in all respects to the policies determined by the University boards and committees.

§3.4.13 On or about July 1 of each year he shall prepare and submit to the President and Academic Vice President of the University an annual report on the operation of his school and this shall cover achievements of the year, needs of the school, plans for improvement and strengthening of the educational programs and other appropriate recommendations.

Article 3.5, *Coordinator of Curricula*

§3.5.1 The Coordinator of Curricula, a person appointed by the Board of Trustees upon nomination by the President,

- a.* Shall be Chairman of the University Curriculum Committee,
- b.* Shall receive from all other academic officers and bodies requests for action by the University Curriculum Committee,
- c.* Shall exercise continuing initiative in recognizing curriculum problems which affect any academic unit or units and in presenting these problems to the attention of appropriate academic officers, and of the several Committees on Curriculum,
- d.* Shall report to the Academic Vice President upon all matters comprehended in these coordinating functions.

§3.5.2 The Academic Vice President shall include a summary of the activities of the Coordinator of Curricula in his report to the President which is required by Section 2.9.8 of these Statutes.

Article 3.6, *Departments*

§3.6.1 There shall be two types of departments, namely, the transverse departments in the humanities, the social sciences, and the physical and biological sciences, which shall serve all schools and colleges wherein there is need of teaching such disciplines as are comprehended by these departments; and vertical departments which shall serve the particular and peculiar needs of certain schools of the University.

§3.6.2 A department shall be an administrative unit consisting of a Chairman and all instructional officers engaged in administrative, instructional or research work under the direction of the Chairman in a given field or combination of fields. In the transverse departments, Departmental Representatives may be chosen from among the instructional officers of the department to represent the various colleges and schools which the department serves.

§3.6.3 *a.* The Chairman of any department shall be nominated by the Dean who has jurisdiction of the department and, upon recommendation by the Academic Vice President, shall be appointed to office by the Board of Trustees. He shall hold office for a term of three years and he may immediately succeed himself. A chairman shall be a person of professorial rank, engaged in administrative, instructional or research work within his Department. The Chairmen of the Departments of Theology and Philosophy shall be Priests of the Congregation of the Mission.

b. A Departmental Representative shall be nominated by the Dean of the academic unit which he serves and, upon recommendation by the Academic Vice President, shall be appointed to office by the Board of Trustees. He shall hold office for a term of three years, and he may immediately succeed himself.

§3.6.4 Under the direction of the Chairman, each department shall meet regularly (at least once every semester) to discuss mutual problems of curriculum, course content, syllabi, teaching materials and methods, examinations, grades and other matters as they pertain to that department. Each Departmental Representative shall regularly advise his Chairman of all matters relating to the operation of the department in the academic unit which he serves.

§3.6.5 The Chairmen of transverse departments shall make regular reports to the Dean of Liberal Arts (except that the Chairman of the Department of Economics shall report to the Dean of the School of Commerce) and shall advise him of the sentiments or recommendations of the department for action or possible reference to faculty meetings or to appropriate academic officers or bodies. The Chairmen of the vertical departments shall, similarly, report to and advise the Deans of the competent schools.

§3.6.6 While the Chairman shall normally speak for the department, the members thereof shall be directly responsible to the Dean to whom they shall always have access.

§3.6.7 In forming and revising schedules for his academic unit, each Dean shall consult with the Chairmen and Representatives of the departments affected.

§3.6.8 Chairmen of Departments shall, in concert with the Deans of the academic units they serve, endeavor to recruit suitable candidates for appointment to the Faculty.

§3.6.9 The members of transverse departments shall attend faculty meetings of the academic units they serve, as well as meetings of the entire Faculty of Liberal Arts and Sciences.

Article 3.7, *Libraries*

§3.7.1 With the exception of the Law Library, the libraries of the University shall be administered by a Director of Libraries appointed by the President.

§3.7.2 With the advice of the Academic Vice President and the approval of the President, the Director shall appoint a librarian

§3.7.2 for the Brooklyn Center and such other assistant librarians and clerical assistants as may be necessary for the proper functioning of the libraries.

§3.7.3 The Director shall be responsible for the arrangement and care of the libraries. He shall approve all requisitions to the Vice President for Business Affairs and Treasurer for purchases of books for the various libraries and shall define the functions and scope of each library in accordance with the general policies and regulations established by the Board of Library Control. He shall be an *ex officio* member of the Library Committee of each school in which one exists.

§3.7.4 On or about July 1 of each year the Director of Libraries shall submit to the President a report of conditions and needs of the libraries of the University, together with budgetary requests for the succeeding fiscal year.

§3.7.5 The Law Library shall be administered by a Law Librarian appointed by the Dean of the Law School with the advice of the Academic Vice President and Director of Libraries and the approval of the President.

§3.7.6 With the advice of the Dean and the Academic Vice President, the Law Librarian shall appoint, with the approval of the President, such assistant librarians and clerical assistants as may be needed for the proper functioning of the Law Library. Under the general supervision of the Dean, the Law Librarian shall be responsible for the organization and supervision of the staff of the Law Library and for the arrangement and maintenance of the Law Library subject to the policies and regulations of the Law Library Committee and the standards of the Association of American Law Schools.

§3.7.7 The Law Librarian shall approve all requisitions to the Treasurer for the routine purchase of books and supplies for the Law Library. Purchases not specifically authorized by the budget must be referred to the Dean for appropriate action.

§3.7.8 Books and library equipment of the Law Library shall not be disposed of by sale or otherwise except with the approval of the Dean.

§3.7.9 The Law Librarian shall submit, on or about June 15 of each year, a report on the Law Library to the Dean of the School of Law for approval or amendment. The Dean shall then send the report to the President and a copy to the Director of Libraries for inclusion in University reports.

§3.7.10 All books, periodicals, and other reading matters or communication media purchased from the University funds, or given to the University, which are used for reference by Faculty or students shall be regarded as an integral part of the University libraries and subject to the administration thereof.

Article 3.8, *Coordinator of Science Laboratories*

§3.8.1 The Coordinator of Science Laboratories shall be appointed by the Board of Trustees upon nomination by the President made after consultation with the Deans of the academic units whose curricula require the use of science laboratory facilities.

§3.8.2 The Coordinator shall be immediately responsible to the Executive Vice President, and through him shall refer to the Executive Committee problems of policy affecting the Coordinator's functions and receive the Committee's policy directives.

§3.8.3 In planning and executing his functions, the Coordinator shall consult with the Treasurer, the Administrative Directors of the installations of the University (Jamaica Campus and Brooklyn Center), and the Chairmen of the Departments of Biology, Chemistry, and Physics, and the Departments of the School of Pharmacy.

§3.8.4 The Coordinator's functions shall include: purchase of new equipment, repair of old equipment, avoidance of unnecessary duplication of equipment or supplies, formulation of an annual budget, maintaining inventories of all science equipment and supplies at all installations of the University where there are science laboratories, and stabilizing fees for laboratory supplies and utilities.

§3.8.5 The Coordinator shall supervise the administration of the University Science Supply, animal rooms, greenhouses, machine

§3.8.5 shops, and all other facilities related to the operation of science laboratories, in whatever installation of the University those facilities and laboratories may be located.

§3.8.6 The Coordinator shall have authority to engage, within budgetary provisions, all personnel serving in such facilities as are described in Section 3.8.5, and authority to dismiss such employees. Such dismissal, however, shall be finally determined in accordance with the provisions of Section 2.1.12 of these Statutes.

§3.8.7 The Coordinator shall enforce safety codes and make recommendations for appropriate precautionary measures affecting the efficient and safe operation of the facilities he supervises and of all science laboratories.

§3.8.8 Each year on July 1, the Coordinator shall make a written report to the President, setting out his activities in the preceding year and his recommendations concerning plans and projects connected with his work for the ensuing year.

PART FOUR

Academic Committees

Article 4.1, *Committees on Curriculum*

§4.1.1 The University Curriculum Committee, comprising at least four administrative or instructional officers appointed by the President and having the Coordinator of Curricula as Chairman, shall have for its principal functions the following: to strengthen, coordinate and integrate, as far as possible, the various curricula in the several schools of the University. The Committee shall also institute studies relating to the establishment, continuation, content, syllabi and materials of particular courses or sequences of courses throughout the University.

§4.1.2 The Chairman shall report the projects and activities of the Committee to the Academic Vice President.

§4.1.3 The following committees have been established for the purpose of making a continuing study of the curricula in the several schools of the University:

- a. Council on Graduate Study
- b. Committee on Curriculum for Liberal Arts
- c. Committee on Studies for School of Education
- d. Committee on Studies for Nursing Education
- e. Committee on Curriculum for Commerce
- f. Committee on Curriculum for Pharmacy
- g. Committee on Curriculum for Law

Other committees may be established by the President in consultation with the Academic Vice President and the Dean of the school for which the committee on curriculum is to be established.

§4.1.4 These several committees will report their particular projects and activities to the appropriate Deans and to the Coordinator of Curricula. Each shall make a continuing study of the curricula.

§4.1.4 lum entrusted to it with respect to the establishment, continuation, integration, type, content, syllabi and materials of courses as they relate to the instructional goals of the school, and as they cut across departments.

§4.1.5 The University Curriculum Committee and each particular curriculum committee shall meet at least once in each semester.

§4.1.6 At the request of the Academic Senate, the Academic Vice President or the particular Dean, the University Curriculum Committee and each particular Curriculum Committee are authorized to make recommendations in fields outside the immediate scope of the curriculum, such as examinations, grades, teaching methods and other matters which are at least indirectly connected with the curriculum.

Article 4.2, Board of Library Control

§4.2.1 The Board of Library Control shall consist of the Deans of the University and the Director of Libraries who shall act as Chairman.

§4.2.2 The Board shall serve in an advisory capacity to aid the Director of Libraries in establishing policies and regulations for the libraries of the University in order to coordinate them with the objectives of the University. It shall meet at least once a year or more frequently at the request of the Director of Libraries.

§4.2.3 The Board of Library Control and the Law Library Committee shall coordinate their activities through the Director of Libraries, particularly with reference to Sections 3.7.8 and 9 of these Statutes.

Article 4.3, Law Library Committee

§4.3.1 The Law Library Committee shall consist of the Director of Libraries, the Law Librarian, and three members of the Faculty of the School of Law appointed by the Dean of that School, one of whom shall act as Chairman and shall report the activities of the Committee to the Dean of the School of Law.

§4.3.2 The Law Library Committee shall meet at least once each semester and shall serve in an advisory capacity to the Dean in establishing policies and regulations for the Law Library and in coordinating them with the instructional program of the School of Law.

§4.3.3 The Law Librarian shall act as Secretary of the Law Library Committee and shall be charged with the duty of administering the Library in accordance with the policies and regulations of the Law Library Committee as approved by the Dean.

§4.3.4 The Law Library Committee and the Board of Library Control shall coordinate their activities through the University Director of Libraries, particularly with reference to Sections 3.7.8 and 9 of these Statutes.

Article 4.4, Committee on Publications

§4.4.1 The Committee on Publications shall consist of the Director of St. John's University Press and at least four other members appointed by the President. The Director shall act as Chairman and as such shall report the activities of the Committee to the Academic Vice President.

§4.4.2 The Committee shall meet regularly at least four times each year and shall initiate and administer policies which will creditably publicize St. John's University as a Catholic institution of higher learning and which will insure a Catholic tone and standards worthy of a university in all publications attributable to it or to its Faculty.

§4.4.3 The Committee shall establish policies for the guidance of the faculty moderators of the various publications of each college or school and shall exercise a continuing watchfulness over the respective publications.

§4.4.4 The Committee shall establish and administer regulations concerning publicity releases, advertisements and other media of publication in conjunction with the Director of Public Relations.

§4.4.5 a. The Committee shall establish and administer regulations concerning the publication of books by the St. John's University Press or under the auspices of St. John's University or which indicate that the author is associated with the University.

b. Before the publication of such a book, the Committee must report favorably on its scholarship, literary merit and, if appropriate, its conformity with Catholic teaching, all judged by competent specialists, as well as on the effect which its publication, in the judgment of the Committee, will have upon the reputation of the University.

§4.4.6 The Committee shall establish and administer regulations similar to those described in the preceding section for the guidance of faculty members wishing to publish articles in connection with which they will be described or referred to as members of the University Faculty.

§4.4.7 The Committee shall establish and administer regulations for the guidance of faculty members wishing to make public appearances in which they will be described or referred to as members of the University Faculty.

§4.4.8 The Committee shall establish and administer regulations for the use in publication of the name of St. John's University or any of its units, the University's corporate seal, its coat of arms, and its shield.

§4.4.9 The Committee on Publications shall conceive its task to be constructive. Censorship shall be a minor or little exercised duty. The Committee shall work in close cooperation with the administration of the University, with the Deans, moderators, faculty members and editors of University publications so that whenever possible, persons charged with the administration of the rules and policies and persons subject thereto shall have a share in their formulation.

§4.10 The Academic Vice President shall include a summary of the activities of the Committee on Publications in his report to the President which is required by Section 2.9.8 of these Statutes.

Article 4.5, *Advisory Boards on Humanities Research*

and Scientific Research

§4.5.1 These two Boards shall operate under the supervision of the Dean of the Graduate School of Arts and Sciences. Each Board shall have at least five members, appointed by the President of the University from the administrative and instructional staffs of the University, and the members of each Board shall elect a Chairman thereof from time to time.

§4.5.2 It shall be the duty and function of each Board to further research by the staffs of the University in the area indicated by the title of the Board. This shall be accomplished by exploring and evaluating the research interests of faculty members, by seeking grants or recommending University subsidies to assist faculty members to pursue approved research projects, and by recommending publication of the fruits of such research work.

PART FIVE

University Faculty

Article 5.1, *Faculty Status, Rank and Responsibility*

§5.1.1 The following persons enjoy full-time faculty status in the University:

- a. The President and the Vice Presidents, *ex officio*.
- b. The Deans, Associate Deans, and Assistant Deans of Academic Units, also *ex officio*.
- c. Persons who are appointed to a full-time faculty rank, as Professors, Associate Professors, Assistant Professors, or Instructors, and engaged by the University to devote their time and efforts primarily and principally to work of instruction or research or academic administration in the University.

§5.1.2 Part-time faculty status in the University is enjoyed by persons who are appointed to part-time faculty rank, as Professorial Lecturers or Lecturers, and engaged by the University to devote their time and efforts, less than primarily and principally, to work of instruction or research in the University.

§5.1.3 Appointments and promotions to faculty status and rank, when not made for definite terms, need not be renewed so long as the person enjoying them continues to be engaged by the University for work appropriate to the rank to which he has been appointed or promoted.

§5.1.4 a. Faculty responsibility involves a dedication to the purposes and objectives of the University, a confidence in its ability to realize such objectives, and an obligation to utilize effectively and fully all available resources, human and material, for the attainment of them.

b. To assist the University in the realization of its objectives, each member of the Faculty is responsible for maintaining his professional competence at a high level; for teaching effec-

University Faculty

§5.1.4

tively; for stimulating the participation of students in the educational process; for evaluating constantly the curriculum, suggesting such modifications as the educational situation requires; for cooperating with all involved in the teaching and administrative functions of the University; and, in making policy recommendations, for exercising sound judgment and the same kind of clear, logical analysis which he demands in scholarly research.

Article 5.2, *Committee on Tenure, Rank and Salary*

§5.2.1

The term Committee, whenever used in the Sections of this Part of the Statutes without indication that some other committee is intended, shall signify the Committee on Tenure, Rank and Salary.

§5.2.2

The Committee shall be composed of the Executive Vice President as Chairman, the Academic Vice President and the Treasurer as members, all *ex officio*, and three other members appointed by the President. These appointed members shall be laymen and members of the Faculty. Regularly, two of them shall be persons who are not officers of administration. They shall be appointed to serve for such periods that each of them shall serve, normally, for three years and the term of one of them shall expire at the end of each academic year.

§5.2.3

a. The Committee shall give advice to the Academic Vice President upon every matter touching faculty tenure, rank and salary which he presents for determination by the Board of Trustees or upon which he makes determination in accordance with the provisions of these Statutes.

b. Such advice shall be asked of and received from the Chairman of the Committee. Normally, the Chairman shall give advice formulated in a meeting of the Committee. When, in the Chairman's judgment, presentation of the matter to a meeting of the Committee is inopportune, the Chairman shall give advice formulated upon the basis of his knowledge of the sense of the Committee, and he shall report fully upon his action to the next meeting of the Committee.

§5.2.4 a. The Committee shall propose to the Executive Committee formulations of policy, standards and regulations touching faculty status, tenure, rank and salary.

b. So as to further the effectiveness of the Board's policies on these matters, the Committee shall furnish to the Deans or publish in the Faculty Handbook statements of the policies, standards and regulations on faculty matters approved by the Board. The consent of the Executive Committee shall be obtained before any such statement is issued by the Committee.

§5.2.5 The Academic Vice President shall inform the Committee of the disposition made by the Board of Trustees or by him in any matter upon which the Committee's advice was sought.

§5.2.6 A summary statement of the Committee's activities in each year and its plans and projects for the following year shall be included by the Executive Vice President in his annual report to the President.

Article 5.3, *Appointment and Promotion to Faculty Status and Rank*

§5.3.1 Appointments to full-time faculty status and rank, as well as promotions in full-time faculty rank, shall be made by the Board of Trustees. Candidates for appointment and promotion shall be presented to the Board by the Academic Vice President. In each case, he shall submit to the Board the recommendation of the appropriate Dean and the advice received from the Committee.

§5.3.2 Appointments to part-time faculty status and rank, as well as promotions in part-time faculty rank, shall be made by the Academic Vice President. His action in these matters shall be guided by directions given him by the Board. In each case, he shall act only after obtaining the recommendation of the appropriate Dean and the advice of the Committee.

§5.3.3 a. The President shall act for the University in negotiating and concluding agreements and contracts, each of which shall provide that it shall be performed in a period not longer than

§5.3.3 one year, by which full-time faculty members are engaged for work of instruction, research or academic administration in the University.

b. In so acting, the President shall be guided by the directives and determinations of the Board of Trustees concerning terms, conditions and form of such engagements, and he shall seek the approval of the Board for any such agreement or contract whose terms, conditions, form or period of performance may be at variance with the provisions of these Statutes or with the directives or determinations of the Board. Before concluding any such agreement or contract, the President shall consider the advice of the Committee thereon.

c. Regularly, full-time faculty members shall be engaged to serve in the University by written contracts drawn according to the form, terms and conditions illustrated by the sample contracts which are set out in the Appendix to this Part of the Statutes.

§5.3.4 a. The Academic Vice President shall act for the University in negotiating and concluding agreements and contracts, each

of which shall provide that it shall be performed in a period not longer than one year, by which part-time faculty members are engaged for work of instruction, research or academic administration in the University.

b. In so acting, the Academic Vice President shall attend to the criteria set out in Subsection *b* of the preceding Section with respect to the analogous action of the President.

Article 5.4, *Criteria for Faculty Appointments and Promotions*

§5.4.1 All appointments and promotions to faculty status and rank shall be made in accordance with the criteria set out in this Article of these Statutes or promulgated in accordance with the provisions of this Article.

§5.4.2 For the sake of maintaining effective standards of proficiency among the University's officers of instruction and research, and to insure adequate recruitment and formation of such officers, a

§5.4.2 due numerical proportion between the groups enjoying the several faculty ranks shall be maintained in the whole University Faculty and in the Faculty of each of its academic units.

§5.4.3 No person shall be appointed to faculty status whose moral character is not well reputed among responsible persons to whom he is well known, or whose conduct does not meet the moral standards to which the University, by its purposes, is committed.

§5.4.4 No person shall be appointed to faculty status and rank who does not hold an academic degree in a field of learning related to the work for which the University engages him.

§5.4.5 No person shall be appointed or promoted to faculty rank who has not qualifications appropriate to that rank. Such qualifications shall be evaluated by reference to the extent in scope and in time, and to the excellence in performance, of work done by the candidate in fields of learning related to the work for which the University engages him. Work done by the candidate in graduate study, in research, in writing, in professional practice, in discharging the responsibilities of an officer of instruction or research or academic administration in an undergraduate, graduate or professional school, shall be examined to determine whether he has the appropriate qualifications.

5.4.6 *a.* The Committee shall issue from time to time, statements of specific criteria for faculty appointments and promotions. Those specific criteria shall implement the general criteria set out in the preceding Section, and shall be adapted to the purposes and needs of the University and of its several academic units, and shall be conformed to the customs accepted in the academic community of the United States.

b. The specific criteria referred to in this Section shall be formulated by the Committee. These formulations, together with comments thereon by administrative officers and representatives of the faculty groups affected thereby, shall be submitted to the Board of Trustees for approval. Statements of criteria approved by the Board shall be issued by the Committee,

under the direction of the Executive Committee, by distribution to the administrative officers concerned or by publication in the Faculty Handbook.

Article 5.5, *Faculty Salary Scales*

§5.5.1 The Board of Trustees shall establish salary scales for different types of work performed by different categories of faculty members.

§5.5.2 Proposals for modification and supplementation of existing scales shall be formulated by the Committee and submitted, with comments thereon by administrative officers concerned, to the Board of Trustees for approval.

§5.5.3 The Committee, under the direction of the Executive Committee, shall issue statements of approved faculty salary scales and modifications thereof, by communication to the administrative officers concerned or by publication in the Faculty Handbook.

§5.5.4 Faculty salary scales shall be established in view of the following considerations:

a. The full-time faculty members shall receive an annual salary, regularly in ten monthly installments, in compensation for the basic quota of work they are engaged to perform in the University.

b. Scales for the annual salary of full-time faculty members shall indicate:

1. Categories of full-time faculty members, established with regard to their rank in the Faculty, to the character of their work as being instruction or research or academic administration, and to other criteria of differentiation accepted in the academic community.

2. The basic quotas of work contemplated by the agreements by which full-time faculty members are engaged.

3. The minimum salary, the normal increment, and maximum assigned to each category of full-time faculty members.

- §5.5.4** c. Hourly or other rate scales shall be established to regulate the compensation paid to full-time faculty members for work in excess of their basic quotas, and to part-time faculty members for their work in the University. These scales shall provide, where appropriate, for categories, quotas and factors analogous to those referred to in the preceding Subsection.

Article 5.6, *Faculty Tenure*

- §5.6.1** Tenure, an incident of full-time faculty status, inures to any individual person only by special grant of the Board of Trustees. The Board grants tenure only in accordance with the provisions of this Article of the Statutes.

- §5.6.2** The Board's grant of tenure to any person imports a declaration of the Board's intention not to terminate, without adequate cause, the faculty status or rank of that person, and its direction to the President that he shall continue indefinitely to renew the agreement or contract by which that person is engaged for work in the University, until that person's retirement in accordance with Section 5.13.3 of these Statutes, or his voluntary resignation, provided that the person continues to perform satisfactorily the work for which he is engaged, and provided further that the University's financial position continues to warrant it in carrying on the work for which that person is engaged or other work of instruction, research or administration for which that person is qualified and which is appropriate to the faculty rank he holds. No contract or contract rights whatever arise directly or by implication out of the Board's grant of tenure to any person.

- §5.6.3** The Board's action in granting tenure is guided by the following considerations:

- a. Tenure is granted only to persons who have been appointed to a full-time faculty rank as Professors or Associate Professors.
- b. Tenure is granted only to persons who have served:
1. For eight years or more as full-time faculty members in this University, or

- §5.6.3** 2. For three years as Professors, Associate Professors or Assistant Professors in this University and for five years or more as full-time faculty members in other accredited universities or colleges, or
3. In special cases, tenure is granted to persons who have served with the rank of Professor in other accredited universities or colleges, when they are appointed to the rank of Professor in this University.

- c. Tenure is granted only to persons whose service in this or another University demonstrates that they possess qualities which warrant a clearly probable judgment that, in continued service here, they will bring to the students development in and love for learning and to the administrators and faculty members competent and courteous collaboration.

- §5.6.4** All recommendations of the Deans to the Board of Trustees for grant of tenure are submitted to the Board by the Academic Vice President, and are accompanied by the approval of the Academic Vice President, and the advice of the Committee obtained by the Academic Vice President. Such requests should be submitted to the Board three months before the petitioner is to begin his service as a faculty member in this University (cf. §5.6.3b 3) or before he becomes eligible for tenure under the provisions of §5.6.3b 1 and 2.

- §5.6.5** Faculty rank and status, even when enjoyed by a person granted faculty tenure, are terminated by action of the Board of Trustees, revoking its appointment or promotion of that person to faculty rank, or directing the President, or the Academic Vice President, not to renew the agreement or contract by which that person is engaged for work in the University.

Article 5.7, *Suspension and Termination of Faculty Status*

- §5.7.1** The faculty status of persons who do not enjoy tenure is terminated by the Board of Trustees in accordance with the Subsections here following:

§5.7.1

- a. Such persons may be dismissed at any time when there is adequate cause, determined in accordance with Sections 5.7.3 and 4 of these Statutes.
- b. At the end of any period for which such persons have been engaged to serve the University as faculty members, by directing the President, or the Academic Vice President, not to renew the engagements of such persons.
- c. Written notice of the Board's intent to terminate the faculty status of any person in accordance with the preceding Subsection *b* shall be given to that person, personally or by registered mail, before the terminal date of his then current engagement as a faculty member. This notice shall be given to a Professor or an Associate Professor at least nine months before such date, to an Assistant Professor or an Instructor at least six months before such date, and to a part-time member of the Faculty at least three months before such date.
- d. The notice regulated by the preceding Subsection *c* shall be given by the Academic Vice President, directly or through the competent Dean. Determination that such notice is to be given shall be made by the Executive Committee upon recommendation by the competent Dean, submitted by the Academic Vice President after he has obtained the advice of the Committee.

5.7.2

- The faculty status of persons who enjoy tenure is terminated by the Board of Trustees in accordance with the Subsections here following:
- a. Such persons may be dismissed at any time when there is adequate cause, in accordance with Sections 5.7.3 and 4 of these Statutes.
 - b. At the end of any period for which such persons have been engaged to serve the University as faculty members, the Board may direct the President not to renew the engagements of such persons, provided that the Board determines that the University's financial position does not warrant it in carrying on the work for which a person enjoying faculty tenure is engaged, or other work of instruction, research or academic

§5.7.2

administration for which that person is qualified and which is appropriate to the faculty rank he holds. The Board will not terminate such a person's faculty status until every effort has been made to meet the situation in other ways, for example, by terminating the faculty status of persons who do not enjoy tenure, by offering to engage the person in question for other academic work appropriate to a lower faculty rank and asking the person in question to accept such lower academic rank. Situations which make drastic retrenchments of this sort necessary shall preclude expansion of the University Faculty at other points at the same time, except in extraordinary circumstances.

- c. When faculty status is terminated in accordance with the preceding Subsection *b*, notice shall be given as provided in Subsections *c* and *d* of Section 5.7.1.

§5.7.3

The Board of Trustees dismisses or suspends from faculty status any member of the Faculty at any time for adequate cause, that is, for conduct seriously prejudicial to the University, such as, but not limited to, a deliberate infraction of law or commonly accepted standards of social propriety or Christian moral standards, failure to cooperate intelligently and with civility in the functioning of the University, insubordination, neglect, inefficiency or incompetence which impairs his performance of the duties of a faculty member.

§5.7.4

In the dismissal or suspension of any faculty member under the provisions of the previous Section, 5.7.3, the officers of the University shall act in accordance with the following Subsections:

- a. The appropriate Dean or, in his absence or failure to act, the Academic Vice President shall recommend in writing the dismissal or suspension of the faculty member. This writing shall set out the cause for which the recommendation is made and shall indicate summarily the evidence which tends to establish the existence of that cause. This writing shall be addressed to the Executive Committee, and shall be delivered by the Academic Vice President to the President for submission to the Executive Committee.

§5.7.4 b.

The Executive Committee shall determine whether or not the recommendation states adequate cause for dismissing or suspending the faculty member. Upon reaching an affirmative determination, the Executive Committee may, if such action seems opportune, instruct the President to suspend the faculty member pending final determination of the matter according to the following Subsections. Upon reaching such affirmative determination, the Executive Committee shall instruct the President to initiate an investigation of the matter according to the provisions of the following Subsections.

c. The President shall notify the faculty member in writing and by registered mail of the specific charges made against him, and of his right to request a hearing thereon before a special hearing committee, appointed as hereinafter provided. Such request for a hearing shall be in writing and by registered mail addressed to the President. Should the faculty member thus notified fail to request such a hearing within twenty days from the date of the delivery of the notice to the address designated by him for the receipt of University communications, the President may then recommend to the Board of Trustees whatever action he deems appropriate under the circumstances, and the action taken by the Board of Trustees in such case shall be final.

d. In the event that the faculty member concerned shall request a hearing as hereinabove provided, the President after consultation with the Academic Vice President shall appoint a special committee consisting of seven members of the Faculty at least four of whom shall be engaged principally in instruction or research. The Dean or other administrative official who originated the charges and any faculty member of lesser academic rank than the faculty member concerned shall be ineligible for appointment to the committee. The members of the committee shall be selected upon the basis of competence, fairness, objectivity and the regard in which they are held in the academic community, and no less than four members shall be selected from the lay Faculty. Any member of the committee should be prepared to disqualify himself because

§5.7.4

of personal relationship to the case. The committee will elect its own chairman.

e. The hearing committee shall proceed by considering the President's notice to the faculty member setting forth the charges and the faculty member's written response, if any, prior to the time of the meeting. A time and place shall thereupon be fixed for the hearing and the faculty member concerned duly notified thereof. Reasonable adjournments for cause will be permitted. The hearing will be private and all publicity avoided. If any material and relevant facts are in dispute, the testimony of witnesses and other evidence concerning the charges set forth in the President's notice to the faculty member shall be received. The faculty member shall have the option of assistance by counsel of his own choosing but at his own expense and will have the opportunity to produce evidence in his own behalf. The President shall have the option of attendance during the hearing and may also designate counsel or other appropriate representative to assist in developing the case, but the committee shall determine the order of proof, conduct the questioning of the witnesses and, if necessary, secure presentation of important evidence. The faculty member or his counsel shall have the right within reasonable limits to question all witnesses who testify orally. Except for urgent reasons deemed sufficient by the committee, the faculty member shall have the opportunity to be confronted by all witnesses adverse to him; and where the right is withheld, the identity of these witnesses, as well as their statements, shall be disclosed to him. Statements in affidavit form may, when necessary, be taken outside the hearing and introduced into evidence. Formal rules of court procedure need not be followed. A full stenographic record of the hearing shall be taken and made available to the parties concerned.

f. The committee shall reach its conclusions in closed session after affording the faculty member or his counsel an opportunity to argue orally before it. Written briefs may be submitted.

§5.7.4

- g.* When it has agreed upon its conclusion and recommendations by majority vote the committee shall promptly announce its findings with respect to the grounds for dismissal, suspension, or denial of reappointment presented. Such announcement shall be in writing addressed to the faculty member by registered mail and to the University addressed to the President by registered mail.

- h.* The President shall transmit the conclusions and recommendations of the committee together with his personal recommendation as to the action to be taken in the case, to the Board of Trustees of the University. If the Board of Trustees chooses to review the case, its review shall be based on the record of the hearing before the committee, accompanied by opportunity for argument, oral or written or both, by the principals at the hearing or their representatives. The decision and action of the Board of Trustees shall be final.

§5.7.5

Any faculty member dismissed for cause under the provisions of Section 5.7.3 of these Statutes shall be paid, after such dismissal, as provided in the present Section.

- a.* If the cause for his dismissal involved moral turpitude, the person dismissed shall be paid in accordance with the terms of the agreement or contract under which he was, at the time of his dismissal, engaged to work in the University, and in accordance with applicable salary scales, but only for that period which ends on the date of his dismissal.

- b.* If the cause for his dismissal was one not involving moral turpitude, the person shall be paid as provided in Subsection *a* of this Section, and he shall be paid in accordance with the terms and scales referred to in that Subsection, for the period which ends on the last day of the month during which he was dismissed.

- c.* If a full-time faculty member who does not enjoy tenure was dismissed for cause which does not involve moral turpitude, he shall be given payments computed and made as provided

§5.7.5

in the present Subsection. Each such payment shall be computed as a fraction of the person's annual salary as provided in the agreement or contract by which, at the time of his dismissal, he was engaged to work in the University as a Professor, Associate Professor, Assistant Professor or Instructor; but terms and scales relating to compensation for work in excess of the person's basic quota of work shall have no application in this computation. If that annual salary was to be paid on a 10-month basis, each payment made under this Subsection shall be in the amount of one-tenth of that annual salary; if on a 12-month basis, one-twelfth.

One such payment shall be made at the end of each of the five months which follow the month during which the person was dismissed. However, no such payment shall be made after that made at the end of a month during which the person dismissed commences other full-time employment.

- d.* If a full-time faculty member who enjoys tenure was dismissed for cause which does not involve moral turpitude, he shall be given payments computed as directed in Subsection *c* of this Section of the Statutes.

One such payment shall be made at the end of each of the ten months which follow the month during which the person was dismissed. However, no such payment shall be made after that made at the end of a month during which the person dismissed commences other full-time employment.

§5.7.6

Any faculty member suspended under the provisions of Section 5.7.3 or Section 5.7.4 of these Statutes shall be paid until such suspension is terminated by reinstatement or by dismissal, in accordance with the terms of the agreement or contract under which, at the time of his suspension, he was engaged to work in the University, and he shall receive compensation computed on terms and scales relating to work in excess of his basic quota of work. While suspended, he shall not perform his normal duties, within or in excess of his assigned quota of work. Except in cases where the charge or cause giving rise to the suspension is one involving moral turpitude, the person suspended may be assigned by the President to other duties.

Article 5.8, Sick Leave

§5.8.1 Faculty members of the University are allowed no definite period of absence with pay because of their illness.

§5.8.2 Sick leave shall be granted by the President upon recommendation of the appropriate Dean approved by the Academic Vice President.

§5.8.3 Recommendation, approval and grant of sick leave with pay shall be made in view of the following considerations:

- a. Nature and seriousness of the faculty member's illness,
- b. Length of employment,
- c. Employment record, with special reference to efficiency and to infrequency of lateness or absence,
- d. Value of service to the University,
- e. The needs of the person concerned.

Article 5.9, Sabbatical Leave

§5.9.1 A sabbatical leave is a leave of absence with pay, granted to a faculty member in recognition of his service to the University and affording him opportunity to engage in activities other than his normal academic duties. Such leaves are granted for the purpose of increasing the value of the faculty members to the University by affording opportunity for scholarly development through such work as the preparation of a doctoral dissertation, advanced studies, activities which increase one's professional competence, research, writing, travel and professional society work.

§5.9.2 Those eligible for sabbatical leave are full-time faculty members who have held the rank of Assistant Professor or higher professional rank in the University for at least six years.

§5.9.3 A sabbatical leave is granted for one or two semesters. In either case, one-half of the person's annual professorial salary is paid: in five monthly installments if the leave is for one semester, or in ten such installments if the leave is for two semesters.

§5.9.4 Normally, application for sabbatical leave shall be made to the appropriate Dean at least ten months before the date at which the proposed leave is to commence, in order to facilitate planning for University needs arising on the occasion of such leave. When adequate plans have been made, these shall be submitted, together with the recommended application, to the Board of Trustees, through the Academic Vice President.

§5.9.5 To meet the needs of the University arising on occasion of such leave, the full resources of the school and department affected shall be utilized; some courses taught by the person on leave shall be dropped for the time when feasible, and other members of the academic staff shall be asked to accept work in excess of their normal quotas provided that such work does not interfere with their normal duties or unduly burden them. When necessary, additional faculty members shall be engaged, at least temporarily.

§5.9.6 The determination concerning the number of faculty members in a department or school who shall be given leave at the same time shall be made by the Dean, acting in concert with the Chairman and Representative of the department affected, upon the basis of seniority, with consideration given to the needs of the school or department.

§5.9.7 It is understood that any faculty member who takes sabbatical leave undertakes to return to his services in the University for at least one year after his leave. If his school or department normally conducts a summer session, he shall return for two semesters and one summer semester; if it does not, he shall return for two semesters.

Article 5.10, Attendance at Scholarly Meetings

§5.10.1 The University and the several schools shall be represented at conventions of academic societies or accrediting agencies and at other scholarly meetings as the President and the Executive Committee shall deem necessary and the Board of Trustees may authorize.

5.10.2 Faculty members or administrative officers attending such scholarly meetings with the approval of the President, and, if appropriate, the Dean, shall be reimbursed in whole or in part according to the following scale:

a. Delegate of University or school:

First class railroad fare with Pullman accommodation, or first-class plane fare, round trip, living expenses, and fees required.

b. Non-delegate chairman of a committee or reading substantial committee report or scholarly paper, or member of panel or leader of a round table discussion at meeting:

First-class railroad fare with Pullman accommodation, or first-class plane fare, round trip, and fees required.

c. Non-delegate member of committee or filling another post or assignment of incidental value to the University:

First-class railroad fare with Pullman accommodation, or first-class plane fare, one way, and fees required.

d. Non-delegate attending meeting at own volition and without official duties:

Leave of absence with pay.

Article 5.11, *Academic Freedom*

11.1 As a Catholic University, St. John's subscribes to the belief that:

a. Natural truth can and should be attained by the proper use of natural human faculties and, in view of the necessity for divine revelation, supernatural truth can and should be attained by attending to divine revelation.

b. Truths of revelation are presented and interpreted by a divinely instituted and infallible Church and confirmed as certain by the authority of God.

c. Truths derived from reason and revelation cannot be contradictory. Any contradiction can only be apparent.

§5.11.2 In view of the fact that St. John's University subscribes to the theological and philosophical principles and traditions of the Roman Catholic Church, a faculty member should not teach anything that is adverse to those principles and traditions.

§5.11.3 A member of the Faculty shall be expected to present to his classes newly discovered facts, and new developments of thought in the several sciences which interpret and explain facts. He shall not teach theory as truth. He shall offer opinions as opinions and not as established facts.

§5.11.4 Within the limits of Section 5.11.2, he shall be entitled to freedom of classroom discussion but shall be careful not to introduce controversial matter which has no relation to the subject matter of the course being taught.

§5.11.5 A member of the Faculty shall be mindful that his special position in the community imposes special obligations. As a man of learning and an educational officer he shall remember that the public may judge his profession and his institution by his public utterances. Hence he shall at all times be accurate, he shall exercise appropriate restraint, he shall show respect for the opinions of others and shall make every effort to indicate that he is not an institutional spokesman.

§5.11.6 By reason of its acceptance of membership in the Association of American Law Schools, the School of Law has subscribed to the 1940 Statement of Principles of the American Association of University Professors as modified by these Statutes in accordance with paragraph (b) of the 1940 Statement as it relates to Academic Freedom.

Article 5.12, *Use of or Reference to Faculty Status*

§5.12.1 No member of the Faculty, in any opinion or certificate concerning the merit or credit of any business undertaking or the value of any scientific or practical invention, or in sponsorship of any organization, may use the official title of the University or of any of its parts, or refer to his professional connection with the University without the approval of his Dean and of the Committee on Publications.

Article 5.13, *Retirement Provisions*

5.13.1 Participation in the retirement plan of the University shall be governed by the University Pension Trust Agreement as amended and the regulations of the Federal Social Security Act as amended.

5.13.2 *a.* A full-time faculty member, being thirty years of age, is eligible for participation in the University's pension plan after three years of full-time employment in the Faculty of the University, provided that he was under the age of fifty-two years at the time he commenced such employment.

b. In the case of an eligible faculty member who was under the age of forty-seven years at the time he commenced such employment, the respective annual contributions of the University and of the faculty member shall be determined by the terms of the University Pension Trust Agreement as amended, and the University shall pay the premium for the life insurance provided under the terms of the Agreement as amended.

c. In the case of an eligible faculty member who was between the ages of forty-seven and fifty-two years at the time he commenced such employment, the University's annual contribution to that person's pension coverage shall be in the amount of \$250 only, and shall be made only if that person makes an annual contribution of \$250 or more to his pension coverage; the University shall pay no premium for insurance on the life of such a person, but he may take life insurance coverage under the University's plan if he wishes to pay the premium therefor.

d. Each full-time faculty member of the University may participate in the University's group major medical insurance program by paying the premium for his coverage therein. The amount deductible in any case is related to the insured faculty member's participation in the Blue Cross and/or Blue Shield plans; if he participates in neither of these, the amount deductible in his case is \$600; if he participates in one or the other of these, that amount is \$300; if he participates in both of these, that amount is \$100.

§5.13.3

A faculty member shall retire at the end of the year commencing September 1 and ending the following August 31 in which he shall attain his 65th birthday, except that with the consent of the Board of Trustees he may receive additional full-time or part-time contracts for not more than one year each when it shall be evident that, *a* he is able and willing to accept such additional employment, and *b* his continued employment is essential to the welfare of the University.

§5.13.4

Questions concerning provisions of the retirement plan shall be referred to the Chairman of the Pension Committee through the Dean or other proper administrative officer for action or advice in accordance with these Statutes.

AGREEMENT

THIS AGREEMENT, made this day of , 19 , by
between St. John's University, New York, party of the first part, and
party of the second part:

WITNESSETH: The party of the first part agrees to employ and the party
he second part agrees to devote full time as a teacher on the staff of
John's University for the academic year of , and to conduct such
ses, extracurricular activities and administrative work as shall be
igned to him by the President and/or Dean of the college or school in
ch he is assigned to teach, and to render such services in a scholarly
efficient manner to the satisfaction of said officers, for the sum of
 , which amount the said party of the first part agrees
ay the said party of the second part in consideration for his services as
ows: ten (10) equal monthly payments, the first of which is to be made
he last day of September.

It is further understood and agreed by and between the respective
ies hereto that all patentable inventions, discoveries, processes, uses,
ducts, or combinations, resulting in whole or in part from the use of the
ratories and other facilities of the University, shall be assigned to the
versity or to some party designated by the University, which shall
avor with reasonable diligence to secure the necessary patents and to
its efforts to introduce such inventions, patent applications, and patents
public use and to secure a reasonable revenue therefrom by issuing
ses thereunder or otherwise. It is further agreed and understood that
of the revenue derived from the sale or licensing of such inventions,
nt applications, or patents shall be payable to such inventor, his heirs,
ms and personal representatives not later than March 15 of each year by
University or other assignee.

It is further understood and agreed by and between the respective
ies hereto that this contract shall be interpreted and construed in the
t of the provisions of Part Five of the Statutes of the University, a copy
hich is attached hereto and made a part hereof.

St. JOHN'S UNIVERSITY, NEW YORK

By

Party of the First Part

Party of the Second Part

AGREEMENT

THIS AGREEMENT, made this day of , 19 , by
and between St. John's University, New York, party of the first part, and
party of the second part:

WITNESSETH: The party of the first part agrees to employ and the party
of the second part agrees to devote full time as a teacher on the staff of
St. John's University for the academic year of , and to conduct
such classes, extracurricular activities and administrative work as shall be
assigned to him by the President and/or Dean of the college or school in
which he is assigned to teach and to render such services in a scholarly
and efficient manner to the satisfaction of said officers, for the sum of
 , which amount the said party of the first part agrees
to pay the said party of the second part in consideration for his services as
follows: ten (10) equal monthly payments, the first of which is to be made
on the last day of September.

It is further understood and agreed by and between the respective
parties hereto that this contract shall be interpreted and construed in the
light of the provisions of Part Five of the Statutes of the University, a copy
of which is attached hereto and made a part hereof.

St. JOHN'S UNIVERSITY, NEW YORK

By

Party of the First Part

Party of the Second Part

RENEWAL OF AGREEMENT

THIS WITNESSETH, that the Agreement hereinbefore entered into on day of _____, 19____, by and between St. John's University, New York, party of the first part, and _____ party of the second part, is hereby renewed for the academic year _____, together with all the conditions stipulations thereof including the provisions of the Statutes of the University, for the sum of _____, payable as herein-
ore provided.

The party of the first part will also pay the premium for the year _____ 19____ in the sum of \$ _____ on an annuity policy in name of the party of the second part.

St. JOHN'S UNIVERSITY, NEW YORK

By _____

Party of the First Part

Party of the Second Part

19____
tribution of University to
sion Fund \$ _____
Social Security \$ _____

PART SIX

Student Personnel Services

Article 6.1, *Administration and Supervision of the Services*

§6.1.1 The Vice President for Student Personnel Services shall be charged with general administration and supervision of the Services, in accordance with the provisions of these Statutes.

§6.1.2 The administrative and professional positions described in the several Sections of this Part of the Statutes shall be filled by appointment of the Board of Trustees, upon nomination by the President, made after he has consulted with the Vice President for Student Personnel Services.

Article 6.2, *Committee on Student Welfare*

§6.2.1 The Committee on Student Welfare shall be composed of the Vice President for Student Personnel Services, as Chairman *ex officio*, the Registrar, the Spiritual Counselors, the Dean of Men or the Dean of Students designated in accordance with Section 6.7.1b, the Dean of Women, the Director of the Bureau of Testing and Guidance, the Director of the Bureau of Placement, and the University Health Counselor.

§6.2.2 The Committee shall be responsible for determining the policies for the administration of these services and for the extension and improvement of the student services program as circumstances require.

§6.2.3 The Committee shall meet regularly, usually every month during the academic year. Minutes of the meetings shall be kept by a secretary appointed by the Chairman.

Article 6.3, *Committee on Scholarships*

§6.3.1 The Committee on Scholarships shall consist of the Vice President for Student Personnel Services, as Chairman *ex officio*, the Assistant Treasurer, the Registrar, the Dean of Students or Dean of Men at each installation of the University, and the Dean of

- 6.3.1 Women. The Committee shall consult other officers of the University on problems germane to the competence of those officers.
- 6.3.2 The Chairman shall call and preside at all meetings and shall keep accurate minutes and records of all actions taken.
- 6.3.3 The Committee shall establish all policies and regulations concerning the eligibility for, assignment to and retention of scholarships by students of the University.
- 6.3.4 The Committee shall keep an accurate list of all endowed scholarships and shall determine annually after consultation with the President and Treasurer of the University the amount of general funds that shall be available for scholarships.
- 6.3.5 Scholarships from all other sources shall likewise be recorded and administered by the Committee.
- 6.3.6 All grants under the National Defense Student Loan Program shall be administered by the Committee.
- 6.3.7 The Committee shall make an annual statement, as part of the report of the Vice President for Student Personnel Services to the Board of Trustees, which shall include names of holders of scholarships, the college or school in which they are enrolled, the type of scholarship assigned, whether endowed, from general funds or from other sources, and such pertinent information as the President may request.
- Article 6.4, Committee on Admissions*
- 6.4.1 The Committee on Admissions shall be composed of the Vice President for Student Personnel Services, as a member *ex officio*, the Registrar as Chairman *ex officio*, the Assistant Registrar, the Assistant to the Registrar and the Assistant for Admissions, who shall be Secretary of the Committee.
- 6.4.2 The purpose of the Committee shall be to determine the procedures for administering the policies of admission as set forth by the Executive Committee of the Board of Trustees, to evaluate credentials of applicants which may require special action, and to determine and make known to the Administration and the

- §6.4.2 Deans of the respective schools the projected enrollment figures for the University.
- §6.4.3 The Committee shall assist the Registrar in presenting an accurate statistical survey of the applications for admission to the University, which survey shall be part of the Registrar's annual report to the President.
- Article 6.5, Registrar*
- §6.5.1 The Registrar shall have the usual powers and duties of a university registrar in all units of the University. In respect to the School of Law, however, he shall exercise only those duties and functions which shall be assigned to him by the Board of Trustees.
- §6.5.2 His powers and duties shall include the organization and coordination of the various university relationships among administration, faculty and students as pertain to admissions, entrance counselling, records and statistical reports, assignment of classroom space, registration procedures, preparation of University bulletins, Veteran and Selective Service problems and the review of students' records prior to their graduation.
- §6.5.3 In addition, the Registrar shall render services as consultant upon matters of educational policy, scholarships, space allocation, accreditation, orientation, athletics, forecasting of enrollments, and upon such other matters pertaining to the University which may be requested of him from time to time.
- §6.5.4 On July 1 of each year the Registrar shall report in writing to the President the activities of his office during the past year and its projected needs and plans for the ensuing year.
- Article 6.6, Spiritual Counselors*
- §6.6.1 The Spiritual Counselors shall be Priests of the Congregation of the Mission, appointed by the President and assigned to the respective installations of the University. Before making such appointments and assignments, the President shall consult with the Vice President for Student Personnel Services.

§6.6.2 The Spiritual Counselors shall be charged with responsibility for:

a. Fostering a Catholic atmosphere for the students of the University; and

b. Providing each student with such counsel or guidance or other assistance as may promote his spiritual welfare.

§6.6.3 The Spiritual Counselors shall publish and maintain office hours at times convenient to the students, in offices to which all students shall have ready and easy access.

§6.6.4 They shall provide, with the aid of other Priests, facilities for Confessions, daily Mass and Communion, daily recitation of the Rosary, Miraculous Medal Novena devotions, Sodalties, Confraternities of Christian Doctrine, Catholic Action societies, Retreats, Pilgrimages, and whatever other activities may be necessary or useful for the spiritual welfare of the University and of each of its students.

§6.6.5 a. One Priest at each installation of the University shall be charged with the over-all supervision of the spiritual activities at that installation.

b. On July 1 of each year he shall report in writing to the President the activities of his office during the past year and its projected needs and plans for the ensuing year.

Article 6.7, Deans of Students

§6.7.1 a. At each installation of the University there shall be a Dean of Students who shall have the responsibilities and functions set out in the succeeding Sections of this Article, except Section 6.7.8. The person who discharges these functions and responsibilities at any installation may be designated Dean of Men.

b. One such person shall be designated by the President, after consultation with the Vice President for Student Personnel Services, to perform the following functions:

§6.7.1 1. To act as liaison officer between that Vice President and the student body as a whole,

2. To coordinate the activities and receive the reports (in the first instance) of all Deans of Students,

3. To supervise, under that Vice President, all non-academic activities in the University,

4. To be a member of the Committee on Student Welfare,

5. To report in writing on July 1 of each year to the President the activities of offices of all Deans of Students, except Deans of Women, during the past year and their projected needs and plans for the ensuing year.

§6.7.2 In his respective installation, each Dean of Students or Dean of Men shall be responsible for the administration of discipline in the buildings and on the campus, in accordance with Article 6.8 of these Statutes. He shall supervise the distribution of locker space to students.

§6.7.3 In his respective installation, he shall regulate and supervise fraternity, sorority and other student society initiations and similar group activities.

§6.7.4 He shall consult with the Vice President for Student Personnel Services concerning the appointment of moderators for student activities in his respective installation, and shall supervise the work of the moderators after they have been appointed by the Vice President.

§6.7.5 He shall coordinate the activities of the students of various academic units and shall regulate and keep a calendar of the use of all University facilities used for student activities in his respective installation.

§6.7.6 All bills, requisitions and other papers relating to the financing of student activities shall be approved by the Dean of Students or Dean of Men of the respective installation and remitted by him, through the office of the Vice President for Student Personnel Services, to the office of the Treasurer for authorization or payment.

.7.7 In dealing with the discipline and activities of students of those academic units which are above the undergraduate level, he shall act in concert with the Dean of the students' academic unit or with an officer of that unit designated by the Dean.

.7.8 There shall be a Dean or Deans, or a Dean and Assistant Deans of Women, who shall fulfill the usual duties of university deans of women, for all the female students of the University or for those of its several installations, as the Board of Trustees may provide. These duties shall include:

- a. The supervision and discipline of female students, the organization of recreational activities for them, as well as advising upon an appropriate social program for those students.
- b. Close cooperation with the Deans of Students or Deans of Men in respect of the responsibilities borne by the latter in reference to all students.

.7.9 On July 1 of each year each Dean of Women shall report in writing to the President the activities of her office during the past year and its projected needs and plans for the ensuing year.

le 6.8, *Committee on Student Integrity*

.8.1 a. The Committee on Student Integrity shall have one permanent member, the Vice President for Student Personnel Services, who shall be its Chairman *ex officio*.

- b. Whenever, in the judgment of the Chairman, there is occasion for the Committee to function, the Chairman shall associate with himself, as members of the Committee for that occasion, the Dean of Students or the Dean of Men at the installation or installations where the students with whom the Committee is then concerned attend, the Dean of Women if the students or any of them be female, the Dean of the academic unit or units in which the students or any of them are enrolled, and four faculty members who serve at each installation, where the students or any of them attend.

.8.2 a. The jurisdiction of the Committee does not comprehend violations of purely academic standards. Therefore the sanc-

§6.8.2

tions, such as dismissal, suspension from class participation, denial of admission to examinations or of credit for courses, which are imposed for such cause as a student's failure to meet requirements for enrollment in the University or in an academic unit or in any of its courses, or to take or properly complete examinations, or to achieve minimum grades, are matters of academic discipline, within the jurisdiction of the Academic Deans exercised under criteria established or adopted by the Board of Trustees.

- b. The Committee shall determine charges, made by any officer of administration or of instruction in the University, or by the Dean of Men or Dean of Students in one of its installations, that a student's conduct has seriously offended against the good order of the University or against the standards of deportment imposed by the University's objectives.

- c. In any such case, the Chairman shall designate one or more members of the Committee, constituted in accordance with Section 6.8.1b, as a subcommittee who shall hear the case and report its findings and recommendations thereon to the Committee. Upon that report, with such other investigation as the Committee may deem expedient, the Committee shall determine whether the student has offended as was charged. When its determination is affirmative, the Committee shall impose an appropriate penalty.

§6.8.3

- a. From time to time, the Committee shall prepare and, after approval by the Executive Committee, shall publish statements indicating the types of penalty it imposes when proceeding under Section 6.8.2.

- b. Similarly, the Committee shall publish statements indicating the types of penalty which Academic Deans, Deans of Men and Deans of Students may impose for minor offenses against the good order of the University or against the standards of deportment imposed by the University's objectives.

- c. The penalty of dismissal from the University shall not be imposed by the Committee or by the Deans of Men or Deans

5.8.3

of Students. The Committee, when proceeding under Section 6.8.2, shall recommend imposition of this penalty by the Executive Committee in cases where it seems appropriate.

d. The penalty of suspension from class may be imposed by the Dean of Men or Dean of Students in cooperation with the Academic Dean. The Committee, when proceeding under Section 6.8.2, shall impose this penalty rarely, and in no case without having consulted the Dean of the academic unit in which the student to be so penalized is enrolled.

5.8.4

a. The Chairman of the Committee shall keep a complete record of the charges and the action taken in each case. A copy of the record shall be placed in the permanent file of the student for future counselling or recommendation purposes.

b. The Academic Deans, Deans of Men and Deans of Students shall keep at least summary records of the cases in which they impose penalties for the minor offenses, referred to in Section 6.8.3b, and shall report on these records to the Chairman of the Committee upon his request.

5.8.5

Nothing contained in this Article shall be taken to abridge the authority of the executive officers of the University, the Deans of academic units, and the Deans of Men or Deans of Students, to suspend from class participation, pending the action of the Chairman of the Committee, any student charged with a serious offense of the character described in Section 6.8.2b. Any person exercising this authority shall immediately notify the Chairman of the Committee. The Chairman, upon receiving a charge against any student, shall promptly consult the student's Academic Dean, and then determine whether the student shall be or shall remain suspended until the Committee makes its determination upon the charge. The suspensions contemplated by this Section are imposed, not as penalties, but for the purpose of protecting the good order of the University or its good repute, when a person authorized to impose these suspensions judges that either will be jeopardized by continuation of class attendance by a student charged with a serious offense.

Article 6.9, *Director of the Bureau of Testing and Guidance*

§6.9.1

The Bureau shall have an office at each installation of the University. Each of these offices shall be administered directly by the Director or by an Assistant Director. All functions of the Bureau shall be exercised under the supervision of the Director.

§6.9.2

The Bureau shall be charged with providing the students of the University with assistance in the formulation of and preparation for educational and vocational goals compatible with their respective interests, abilities, ideas and ideals.

§6.9.3

The Bureau shall be charged with the following specific functions:

a. To plan, supervise and administer various standardized testing programs.

b. To administer and interpret individual tests of general intelligence, interests and aptitudes in order to assist students in self-evaluation and thus help them to reach decisions regarding their educational and vocational objectives.

c. Through its occupational library files, to supply students with specific occupational information and references on particular fields of interest.

d. To conduct research on topics related to guidance counseling in the University.

e. To assist the Academic Deans of the various colleges within the University with reference to testing programs, guidance services or related research.

§6.9.4

In cooperation with the Academic Deans and the Departmental Chairmen, the Director shall screen candidates for graduate scholarships, assistantships, teaching fellowships and similar awards. He shall also advise and assist these candidates in their selection of such awards.

§6.9.5

On July 1 of each year the Director shall report in writing to the President the activities of the Bureau during the past year and its projected needs and plans for the ensuing year.

e 6.10, Committee on Guidance

- 0.1 The Committee on Guidance shall consist of the Vice President for Student Personnel Services as a member *ex officio*, the Director of Testing and Guidance as Chairman *ex officio*, and three or more other members, selected from the staff of guidance counselors or the Faculty by the Vice President for Student Personnel Services.
- 0.2 The Committee shall be responsible for devising a general policy on guidance applicable to all units of the University. This shall include the formulation of a basic policy of educational and vocational counseling as well as a policy to guide the respective Deans and Faculty advisers in their plans for academic guidance.
- 0.3 The Committee shall formulate a program which will assist students to make proper adjustments to problems which confront them in and out of college through an application of the principles of Catholic philosophy not merely in the choice of a vocation but in every phase of their religious, academic, civil and social life.
- 0.4 This Committee shall also assist the Vice President for Student Personnel Services in the work of student recruitment by sponsoring conferences of college and secondary school personnel and fostering contacts with high school directors of guidance for the purpose of aiding students in the determination of their college objectives.
- 0.5 The Committee shall meet at least once each semester and the records of the meetings shall be contained in the annual report of the Director of the Bureau of Testing and Guidance.

e 6.11, Advisory Committees on Pre-Professional Education

- 1.1 *a.* Each of these Committees shall be composed of a Chairman and at least six other members who are persons serving the University in the areas of the sciences, the humanities and guidance. The several Committees shall be established by the Vice President for Student Personnel Services, who shall also

§6.11.1

designate the Chairman and membership of each, upon the advice of the appropriate Academic Deans.

- b.* Each Committee's membership shall include persons serving at the several installations of the University, who shall act to fulfill their Committee's function in their respective installations.

- c.* The Director of the Bureau of Testing and Guidance shall record the activities and meetings of each Committee, and shall include a statement of such activities in his annual report to the President.

§6.11.2 The purposes of these Committees shall be:

- a.* To counsel students who plan to enter the learned professions.
- b.* To review the competence of students in pre-professional areas.
- c.* To promulgate the regulations of professional schools relative to application for admission, prerequisites and recommendation for professional studies.
- d.* To consult with the Deans and the Committees on Curriculum regarding changes which affect the pre-professional programs of studies.

Article 6.12, University Health Counselor

§6.12.1

The Counselor and her Assistant or Assistants shall be registered nurses and regularly shall have earned an advanced academic degree in nursing or in nursing education.

§6.12.2

An office shall be maintained in each installation of the University, and each office shall be directly administered by the Counselor or by an Assistant Counselor. The activities of all offices shall be supervised by the Counselor.

§6.12.3

The Health Counselor shall maintain facilities for providing students with instruction and guidance in regard to prevention, care and correction of health problems.

- 12.4 She shall be available to the Academic Deans for consultation in health problems arising in their respective schools, particularly as they relate to academic difficulties.
 - 12.5 She shall maintain facilities for emergency care in illness and accident and shall be charged with the duty of administering standing orders of the University physicians.
 - 12.6 She shall maintain a file of health clinics and other facilities within the community to which she may refer students as circumstances dictate.
 - 12.7 She shall maintain facilities for and, if necessary, shall assist in the examinations required prior to field work or practice teaching in the School of Education.
 - 12.8 On July 1 of each year she shall report in writing to the President the activities of her office during the past year and its projected needs and plans for the ensuing year.
- Article 6.13, *University Physicians***
- 13.1 Physicians shall be appointed to serve the University at each of its installations.
 - 13.2 Each physician shall be responsible for the establishment and administration of standing orders for the guidance of the University Health Counselor and her assistants. Each physician shall also be on call for aid in more serious accidents or illnesses which may occur on University premises.
 - 13.3 The University physicians shall only be responsible for such immediate attention as may be necessary. As a rule subsequent medical attention shall be rendered by a physician selected by the patient or his family.
 - 13.4 One of the University physicians shall serve as team physician for the Athletic Association and shall be consulted by the Director of Athletics in the choice and supervision of training methods and personnel.

- Article 6.14, *Director of the Bureau of Placement***
- §6.14.1 The Bureau shall have an office in each installation of the University. Each of these offices shall be administered directly by the Director or by an Assistant Director. All functions of the Bureau shall be exercised under the supervision of the Director.
 - §6.14.2 The Bureau shall register, counsel, select and refer to employers, undergraduates, before or upon graduation, other students, and alumni, who seek part-time or full-time employment.
 - §6.14.3 The Bureau shall maintain office hours convenient for students and alumni, and during these hours the Director or an Assistant shall be available at each office to advise and counsel students and graduates on employment opportunities.
 - §6.14.4 The Director, with help from his Assistant or Assistants, shall devise placement procedures and methods, plan promotional campaigns, contact employers and obtain labor market information. He shall coordinate the activities of the Bureau with those of the Placement Office of the School of Law, especially by developing and bringing to the attention of that office placement opportunities in or related to the field of law.
 - §6.14.5 On July 1 of each year the Director shall report in writing to the President the activities of the Bureau during the past year and its projected needs and plans for the ensuing year.
- Article 6.15, *Committee on Commencements and Convocations***
- §6.15.1 This Committee shall consist of a Chairman and not less than five members of the Faculty or officers of administration, all appointed by the President, and the Vice President for Student Personnel Services as a member *ex officio*.
 - §6.15.2 Within the limits of the directives of the Board of Trustees and of the Academic Senate, the Committee shall arrange for the participation of the students and Faculty in the Baccalaureate Mass and the annual Commencement Exercises. These arrangements shall include the use of appropriate facilities, decorations, banners, seats, dais and amplifying system, the printing and

15.2 distribution of announcements, tickets and programs, and whatever else may be necessary for the efficient and dignified conduct of these exercises.

15.3 The Committee shall perform these same functions for all Special Academic Convocations and other University functions.

15.4 Within the terms of any contract or contracts already or hereafter in effect, the Committee shall also make available to the Faculty and the student body facilities for the rental of caps, gowns and hoods to be used at the above mentioned exercises.

PART SEVEN

Non-Academic Boards, Committees and Officers

Article 7.1, *Committee on Buildings and Grounds*

§7.1.1 The Committee on Buildings and Grounds shall have as *ex officio* members, the Director of Operations, who shall be Chairman, the Administrative Directors of the several installations of the University (Jamaica Campus and Brooklyn Center), the Vice President for Business Affairs and Treasurer, the Assistant Treasurer and the Superintendent of Buildings. The President may, at his discretion, exercised after consultation with the Treasurer, appoint other members to the Committee from time to time.

§7.1.2 The Committee shall meet when summoned by the President or by its Chairman. The Chairman shall regularly seek its advice upon the matters for which he has responsibility as Director of Operations. The Executive Committee shall ask the advice of this Committee upon any projected major expenditure for building or maintenance, and shall convey this advice to the Board before any contract for such work be approved by the Board.

§7.1.3 On July 1 of each year, the Chairman shall report to the President in writing the activities of the Committee during the current year, and upon all projects for the ensuing year which the Committee has considered or which he intends to bring before the Committee.

Article 7.2, *Director of Operations*

§7.2.1 The Director of Operations shall be a Priest of the Congregation of the Mission, appointed to this office by the President, after consultation with the Vice President for Business Affairs and Treasurer.

§7.2.2 a. The Director shall be charged, subject to the authority of the Treasurer, with the continuing general supervision of all maintenance, repair and security personnel and resources of the University.

- 2.2** *b.* Subject to the Treasurer's directions concerning budgets of expenditure and employment of personnel, the Director of Operations shall be guided by the requests of the Administrative Directors in matters of maintenance and repair affecting their respective installations.
- c.* The Director of Operations shall refer to the Treasurer problems of policy pertaining to his activities, and he shall suggest to the Treasurer improvements in building, maintenance and repair policies and procedures and personnel which he deems desirable, or which are involved in requests made of him by the Administrative Directors of the several installations of the University.
- d.* Any remodeling or new construction which the Director of Operations deems desirable, or which is involved in the requests of the Administrative Directors shall be referred by him to the Treasurer, with competent estimates of the costs of such work.
- e.* The Director of Operations, when submitting to the Treasurer his suggestions for the improvements mentioned in Subsection *c*, and his recommendations for remodeling and new construction mentioned in Subsection *d*, shall always submit the comments thereon of the Administrative Director or Directors of the installations affected thereby.
- 2.3** The Director of Operations shall have authority to engage personnel for employment in the maintenance, repair, and security forces of the University. He shall exercise this authority within the wage scales and budgetary provisions approved by the Board of Trustees, and subject to such pertinent regulations as the Committee on Buildings and Grounds shall formulate from time to time. The Director shall have authority also to assign and transfer such personnel to particular jobs. He shall have authority also to dismiss such employees, but such dismissal shall be subject to the procedure set out in Section 2.1.12 of these Statutes. All of the powers of the Director conferred in the present Section should be exercised by him after consultation with the Superintendent of Buildings.

Article 7.3, Superintendent of Buildings

- §7.3.1** A Superintendent of Buildings, and as many Assistant Superintendents as may be needed, shall be appointed by the Treasurer, after he has obtained the President's approval.
- §7.3.2** Under the authority of the Treasurer and subject to the direction and supervision of the Director of Operations, the Superintendent shall have responsibility for the proper maintenance and repair of all University buildings and grounds and shall direct all University personnel engaged in such work.
- §7.3.3** The responsibilities of the Superintendent in respect to the buildings and grounds of any installation of the University (Jamaica Campus and Brooklyn Center) shall be exercised regularly through an Assistant Superintendent assigned by the Treasurer to that installation in accordance with Section 7.3.1.
- Article 7.4, Pension Committee**
- §7.4.1** The President shall appoint a Pension Committee consisting of not less than three members, one of whom shall be the Vice President for Business Affairs and Treasurer of the University who shall act as Chairman.
- §7.4.2** Within the limits of the directives of the Board of Trustees, the Pension Committee shall administer the Pension Plan of the University as presently constituted and shall make recommendations for the amendment of the Pension Trust Agreement.
- §7.4.3** The Pension Committee shall meet at least once each semester or more frequently at the request of the President or Chairman. It shall elect a Secretary who shall keep minutes of the meetings, copies of which shall be distributed as soon as possible to the President, the Chairman of the Executive Committee, the Chairman and other members of the Pension Committee, the Trustee of the Pension Plan and the representative of the insurance company underwriting the Pension Trust Agreement.
- §7.4.4** The Pension Committee shall also provide for the integration of the provisions of the Federal Social Security Act with the University Pension Trust Agreement as amended.

§7.4.5 The Trustee of the Pension Fund shall be a Priest of the Congregation of the Mission, appointed to this office by the President, upon the advice of the Executive Committee. The Trustee's tenure of office ceases when his successor is similarly appointed. While in office, he shall hold title to monies and other property in trust for the purposes of the Pension Fund.

Article 7.5, *Advisory Finance Committee*

§7.5.1 The President shall appoint an Advisory Finance Committee consisting of the Vice President for Business Affairs and Treasurer of the University who shall be Chairman, the Assistant Treasurer of the University, and at least three other persons experienced in finance, banking and investments, who shall be selected from the University Council.

§7.5.2 The Committee shall have the duty to make a continuing study of the financial condition of the University and to advise the Board of Trustees' Committee on Financial Affairs as to investment policies which will best combine reasonable security with a fair income.

§7.5.3 The Treasurer shall acquaint the Committee with the matters pertinent to its competence which arise in the proceedings of the Board or its Executive Committee or its Committee on Financial Affairs.

§7.5.4 The suggestions and recommendations of the Committee shall be reported to the Board of Trustees or its Executive Committee through the Committee on Financial Affairs.

Article 7.6, *Director of St. John's University Press*

§7.6.1 The Director of St. John's University Press, and his professional assistants, shall be appointed by the President with the advice of the Executive Committee.

§7.6.2 The Director shall exercise the functions of general editor of all student and faculty publications, with the exception of those for which other provision is made in this Section. All bulletins and catalogues shall be prepared in the office of the Registrar. The

§7.6.2 St. Thomas More Institute for Legal Research shall prepare all publications in the field of law.

§7.6.3 The Director shall solicit and receive and refer, with his recommendations thereon, to the Treasurer, all offers and bids for printing work.

§7.6.4 *a.* In respect to all his functions for which no other provision is made in this Section, the Director shall be responsible to the Academic Vice President.

b. In respect to his functions touching student activities' publications, the Director shall be responsible to the Vice President for Student Personnel Services.

c. In respect to his functions touching publications by the members of the faculty, the Director shall be responsible to the Dean of the Graduate School as Supervisor of the Advisory Boards on Humanities Research and Scientific Research.

§7.6.5 The Director shall be Chairman *ex officio* of the Committee on Publications.

§7.6.6 The Director shall have authority to engage, within budgetary provisions, all minor personnel serving in his office or offices and shall have authority to dismiss such employees. Such dismissal, however, shall be finally determined in accordance with the provisions of Section 2.1.12 of these Statutes.

§7.6.7 On July 1 of each year the Director shall report in writing to the President the activities of the St. John's University Press during the past year and its projected needs and plans for the ensuing year.

Article 7.7, *Board of Athletic Control, Athletic Association, Department of Intramural Sports*

§7.7.1 The Board of Athletic Control shall consist of the Executive Vice President as representative of the President, the Moderator of Athletics who shall act as Chairman, the Dean of Liberal Arts, the Dean of the School of Commerce, the Dean of Men, the Director of Athletics, the Director of Intramural Sports, the

7.7.1 Treasurer of the University, and not more than five other persons appointed by the President of the University, one of whom shall be a member of the Alumni Federation.

7.7.2 a. The Board shall formulate and administer policies for the conduct of intercollegiate athletics and for the participation of student representatives of the University in organized intercollegiate athletic competition, subject to University policies as interpreted by the President and subject also to the codes or regulations of the national, regional and local collegiate athletic associations or other organizations of such nature, in which the University shall hold membership.

b. The Board shall formulate and administer policies for the conduct of a program of intramural athletics by the Department of Intramural Sports, and for the participation of students of the University in that program, subject to University policies as interpreted by the President.

c. The Board shall be the governing body of the Athletic Association.

7.7.3 On or before July 1 of each year the Board, through its Chairman, shall submit to the President of the University a report of the activities, condition and needs of the Athletic Association and of the Department of Intramural Sports, together with estimated budgets for the succeeding year.

7.7.4 The Athletic Association shall be an unincorporated association of the students, Faculty and Alumni of the University under the direction of the Board of Athletic Control.

7.7.5 The Athletic Association shall have as its objectives:

- a. Promotion of the physical and moral well-being of the student body by the encouragement of active participation in intercollegiate athletics.
- b. Promotion of good relations with other colleges and universities and with the general public by a well-rounded program of intercollegiate athletic competition.
- c. Financial support of the athletic program of the University.

\$7.7.5 d. Encouragement of attendance at athletic events sponsored by the University or one of its schools.

\$7.7.6 The Department of Intramural Sports, under its Director, shall plan and conduct a program of intramural athletics functioning in all installations of the University. This program shall be designed and executed with the objective of promoting the physical and moral well-being and the school spirit of the student body, by encouraging and assisting students to participate voluntarily and actively in such athletic activities.

Article 7.8, *Moderator of Athletics*

\$7.8.1 The President shall appoint a Moderator of Athletics who shall be a Priest of the Congregation of the Mission and a member of the Faculty of the University.

\$7.8.2 The Moderator of Athletics shall be Chairman of the Board of Athletic Control.

\$7.8.3 The Moderator of Athletics shall have authority and responsibility for establishing and promulgating priorities, calendars and schedules under which the use of the gymnasium and other athletic facilities of the University shall be assigned to the operations of the programs of intercollegiate athletics and intramural sports as well as to other University functions which those facilities are adapted to serve.

\$7.8.4 The Moderator of Athletics shall have authority and responsibility for the procurement, issue, custody and repair of all equipment and supplies used in connection with the intercollegiate and intramural athletic programs.

\$7.8.5 The Moderator of Athletics shall have authority and responsibility to engage personnel who serve the University's athletic programs, except the Director of Intercollegiate Athletics, the Director of Intramural Sports, the Coaches, and other professional persons engaged under special contract. He shall exercise this authority within the wage scales and budgetary provisions approved by the Board of Trustees, and subject to such regulations as the Board of Athletic Control shall formulate from time

7.8.5 to time. The Moderator shall have authority to assign and transfer such personnel to particular jobs. He shall have authority also to dismiss such employees, but such dismissal shall be subject to the procedure set out in Section 2.1.12 of these Statutes. All the powers of the Moderator conferred in this Section should be exercised by him after consultation with the Director of the athletic program affected by exercise of these powers.

7.8.6 The Moderator shall consult frequently with the Director of Intercollegiate Athletics and the Director of Intramural Sports, and shall be responsible for the Administration of the policies established by the Board of Trustees and the Board of Athletic Control.

7.8.7 On or before May 15 of each year the Moderator shall request from the Directors of Intercollegiate Athletics and of Intramural Sports, the Coaches or other personnel of the Athletic Association such information as he may require for the report which he shall be required to submit after approval by the Board of Athletic Control in accordance with the provisions of Section 7.7.3 of these Statutes.

**Article 7.9, *Director of Intercollegiate Athletics,*
*Director of Intramural Sports***

7.9.1 The Director of Intercollegiate Athletics shall be the chief administrator of the University's program of intercollegiate athletics. He, and such principal assistants as may be assigned to him, shall be appointed by the President with the advice of the Executive Vice President after consultation with the Board of Athletic Control.

7.9.2 The Director of Intercollegiate Athletics, subject to direction of the Board of Athletic Control, shall manage the University's Office of Intercollegiate Athletics. He shall make schedules and prepare contracts with other universities, agencies or individuals. He shall be available to the Coaches for consultation on their work and their public relations activities. He shall arrange for transportation and hotel accommodations for the various teams, as may be necessary.

§7.9.3 The Director of Intramural Sports shall be the chief administrator of the University's Department of Intramural Sports. He, and such principal assistants as may be assigned to him, shall be appointed by the President with the advice of the Executive Vice President after consultation with the Board of Athletic Control.

§7.9.4 The Director of Intramural Sports, subject to the direction of the Board of Athletic Control, shall plan and execute the program of the University's Department of Intramural Sports.

§7.9.5 On July 1 of each year, each of the Directors shall report in writing to the President the activities of his department during the past year and its projected needs and plans for the ensuing year.

Article 7.10, *Coaches*

§7.10.1 With the advice of the Executive Vice President, and having obtained the advice of the Board of Athletic Control, the President shall appoint such Coaches and Assistant Coaches as may be necessary for the proper moral and physical training of students participating in programs of athletics.

§7.10.2 All the activities of a Coach should reflect his consciousness that he is chosen not merely for his professional competence and his ability to impart information, instruction and skill in sports, but also for his personal moral character and for his fitness as a director of youth and as a representative of St. John's University in the areas of intercollegiate athletics and intramural sports.

§7.10.3 Public appearances and speaking engagements outside the University are to be encouraged, but each Coach shall consult with the Director of the athletic program which he principally serves regarding the type and extent of such activities, so that such appearances and engagements may not unduly infringe upon the Coach's official duties, his time, or his physical well-being.

Article 7.11, *Federation of Alumni Associations of St. John's University*

§7.11.1 The Federation of Alumni Associations of St. John's University, also referred to as the Alumni Federation, shall be recognized

- 11.1 within the limitations of the constitution and by-laws adopted by the Federation and approved by the Board of Trustees of St. John's University.
- 11.2 The object of this Federation shall be to promulgate the principles and ideals of Catholicism, to foster and promote the growth, development and welfare of St. John's University and to advance the spiritual, social, professional and economic interests of the graduates of the various divisions of the University.
- 11.3 The President shall appoint an Executive Secretary of the Federation under a contract of employment approved by the Board of Trustees.
- 11.4 The Executive Secretary shall maintain an effective liaison between the President of the University and the Federation and, in coordination with the Director of Public Relations, he shall endeavor to integrate the policies of the Federation with those of the University.
- 11.5 The Executive Secretary shall execute the plans and policies of the Federation in the light of its approved objectives.
- 11.6 He shall seek to foster and maintain in the alumni an interest in the University and its component parts by preparing and circulating helpful or interesting information.
- 11.7 He shall administer the Alumni Office and shall have in respect of the employees, the powers set out in Section 2.1.11 *b* of these Statutes.
- 11.8 The Executive Secretary shall prepare materials for the periodicals issued by the Federation, and shall cooperate with the Director of St. John's University Press in their publication.
- 11.9 He shall maintain a current mailing list of all graduates of the University.
- 1.10 He shall organize and advise geographical units of alumni.
- 1.11 He shall direct the solicitation and operation of the annual Alumni Fund.

- §7.11.12 He shall assist constituent alumni associations of the Federation with their individual programs as much as possible and particularly when requested.

§7.11.13 On July 1 of each year he shall report in writing to the President the activities of his office during the past year and its projected needs and plans for the ensuing year.

Article 7.12, Director of Public Relations

§7.12.1 The Director of Public Relations shall be appointed by the President with the advice of the Executive Committee.

§7.12.2 It shall be the duty of the Director to keep the student body, the alumni and the general public informed of the activities, plans and policies of the University through the regular channels of communication.

§7.12.3 The Director shall supervise the activities of the Office of Public Relations, the Director of Publicity, and the Director of Sports Publicity and shall coordinate and supervise the advertising and publicity activities of all units of the University.

§7.12.4 He shall maintain an office and employ such personnel as are necessary and authorized in the annual budget. He shall have, in respect of such employees, the powers set out in Section 2.1.12 of these Statutes.

§7.12.5 He shall administer the University's formal public relations program.

§7.12.6 He shall act as counsel to University administrators on problems concerned with public relations.

§7.12.7 He shall plan and execute the program of special events of the University.

§7.12.8 He shall organize and prepare advertising for the University through the regular media of newspapers, magazines, radio, and television.

§7.12.9 He shall assist the President in developing the interest of potential benefactors in the needs and objectives of the University.

- 7.12.10 On July 1 of each year the Director shall report in writing to the President the activities of his office during the past year and its projected needs and plans for the ensuing year.

Article 7.13, *Director of Publicity*

- 7.13.1 The Director of Publicity shall be appointed by the Director of Public Relations with the advice and approval of the President.
- 7.13.2 The Director of Publicity shall publicize the University's academic and other curricular or extracurricular activities except athletics, for the purpose of fostering among the general public a sympathetic interest in the activities of the University.
- 7.13.3 In the preparation of press releases and other media of publication, he shall use the facilities of the Office of Public Relations and shall work under the direct supervision of the Director of Public Relations.
- 7.13.4 The Director of Publicity shall consult the heads of the various schools, bureaus, offices or other units of the University in the preparation of publicity material on their respective units. Before release, whenever possible, the materials shall be cleared with the aforesaid heads for accuracy and agreement with policy.
- 7.13.5 He shall prepare and distribute information about the University via press releases to newspapers, magazines, radio and television outlets.
- 7.13.6 He shall maintain personal contact with editors and their associates.
- 7.13.7 He shall carry out such additional duties as may be assigned by the Director of Public Relations.

Article 7.14, *Director of Sports Publicity*

- 7.14.1 The Director of Sports Publicity shall be appointed by the President after consultation with the Board of Athletic Control and the Director of Public Relations.
- 7.14.2 The Director of Sports Publicity shall obtain from the Board of Athletic Control, the Directors of the programs of athletics and

- §7.14.2 the Coaches whatever information should be made available to the student body of the University, the alumni or the general public in order to insure their sympathetic interest in the athletic activities of the University.

§7.14.3 The Director of Sports Publicity shall be attached to the staff of the Director of Public Relations, shall make use of the personnel and mechanical facilities of his office and shall be guided by him to insure complete integration of sports publicity with the general public relations policies of the University.

§7.14.4 The Director of Sports Publicity shall prepare and distribute information about the University's athletic activities via press releases to newspapers, magazines, radio and television outlets.

§7.14.5 He shall maintain personal contact with sports editors and their associates.

§7.14.6 He shall edit special athletic publications when necessary.

§7.14.7 He shall carry out additional duties assigned by the Director of Public Relations.

PART EIGHT

Statutes

Article 8.1, *Authority of Statutes*

§8.1.1 These Statutes having been approved by a two-thirds vote of the Board of Trustees shall govern the actions of all officers, personnel, boards and committees of the University.

§8.1.2 The President in consultation with the Executive Committee shall be the authoritative interpreter of the provisions contained herein.

Article 8.2, *Amendment of Statutes*

§8.2.1 These Statutes may be amended or revoked in whole or in part by a two-thirds majority of the Board of Trustees upon ten days notice in writing to the members of the Board outlining the subject matter of the proposed amendment.

§8.2.2 A proposed amendment may itself be amended by a two-thirds vote of the Board of Trustees at the same meeting at which the original amendment was to be considered.

Article 8.3, *Revision of Statutes*

§8.3.1 The President shall appoint a committee of three members which shall be charged with a constant review of these Statutes.

§8.3.2 The Committee shall from time to time make recommendations to the President concerning changes in the Statutes which it deems advisable.

§8.3.3 Suggestions for amendments of, additions to or deletions from these Statutes shall be addressed to the Chairman of the Committee.

Article 8.4, *Definitions*

§8.4.1 a. Academic Year

For the purposes of these Statutes the academic year shall normally consist of a fall semester and a spring semester of approximately sixteen weeks each, commencing in September and terminating the following June.

b. Summer Session

A summer session shall normally consist of a period of weeks less than sixteen, commencing after the conclusion of one academic year and terminating before the beginning of the following academic year.

c. Fiscal Year

The fiscal year shall commence on July 1 of one year and terminate on June 30 of the following year.

d. Ambiguities

In the event that the term *year* is used ambiguously, e.g., "school year" as in the Statutes or other official instruments or documents, it shall be deemed to be coterminous with the fiscal year unless the President shall determine otherwise.

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