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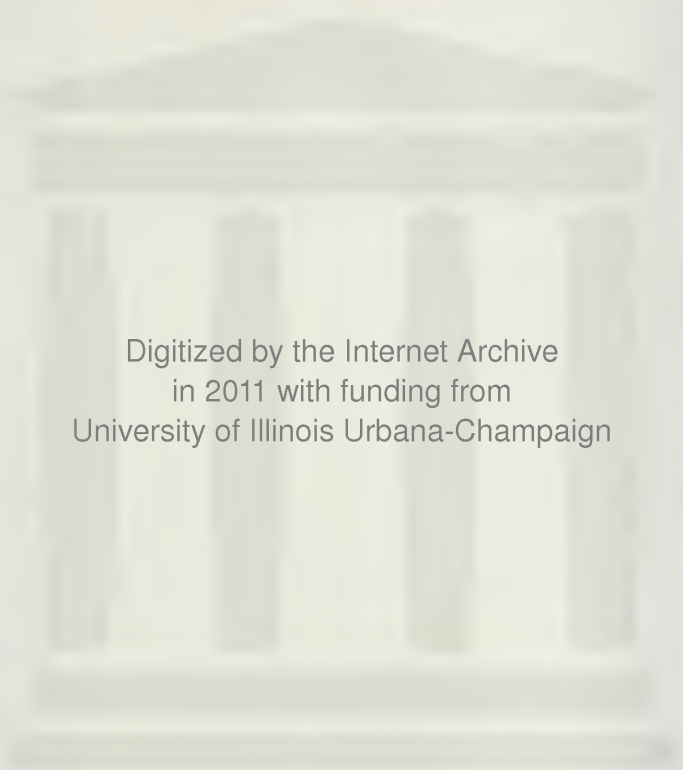
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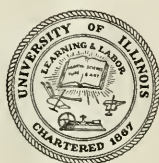
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UNIVERSITY OF ILLINOIS
S T A T U T E S

Approved January 16, 1957

Effective September 1, 1957

THE GENERAL RULES CONCERNING UNIVERSITY
ORGANIZATION AND PROCEDURE

Approved December 17, 1957

Effective January 1, 1958

UNIVERSITY OF ILLINOIS STATUTES

The regulations of the Board of Trustees for the guidance of the staff of the University were called *By-Laws* until 1901, when the term *Statutes* was applied. In 1908, the Board adopted a revision of the Statutes which was much more comprehensive than anything that preceded it; from 1908 to 1931, separate articles were amended, and new articles were added, but no general consideration was given to the regulations as a whole. During the period of 1931 to 1934, the Board adopted certain statutes relating particularly to the educational and administrative organization of the University. In 1935, the Board of Trustees appointed a committee of its members to consider the Statutes, including various administrative regulations which had been adopted from time to time, as a whole, and to present a revised code. This compilation was approved by the Board of Trustees on March 10, 1936 as the "University of Illinois Statutes" and all previous editions were declared to be superseded.

On January 16, 1957, the Board of Trustees adopted the present *Statutes*, upon recommendation of the University Senate and the President of the University. Preliminary to this formal action a special committee of the Board of Trustees worked with a committee of the University Senate in preparing the final draft.

These *University Statutes* were adopted to take effect September 1, 1957, and superseded all previous versions and editions of all corresponding *Statutes*.

It should be noted, as stated in the Preamble, that these *University Statutes* are one part of a code and are supplemented by *The General Rules Concerning University Organization and Procedure* (printed on pages 45-68), approved December 17, 1957, and effective January 1, 1958.

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UNIVERSITY OF ILLINOIS STATUTES

Effective September 1, 1957

PREAMBLE

The University of Illinois, being a State University, is subject to the control of the Illinois General Assembly. The General Assembly, subject to the limitations of the State Constitution and to such self-imposed restraints as are essential to the maintenance of a free and distinguished University, exercises control by virtue of its authority to change the laws pertaining to the University and by virtue of its power to appropriate funds for the maintenance and extension of the University.

Within the limits of authority fixed by the Illinois Constitution and laws, the Board of Trustees exercises final authority over the University. For the proper use of funds appropriated by the General Assembly and for the proper administration and government of the University, the Board is responsible to the people of Illinois, by whom its members are elected.

The Board of Trustees is the governing body of the University and exercises jurisdiction in all matters except those for which it has delegated authority to the President, other officers, or bodies of the University.

In approving these Statutes the Board is acting on the recommendation of the existing University Senate as transmitted to it by the President. When acting on matters having to do with educational policy and organization of the University, the Board relies upon the advice of the University Senates, as transmitted to it by the President of the University. In these matters each Senate has a legitimate concern which justifies its participation in the enactment and amendment of the primary statutes. The statutes dealing with educational policy and organization are incorporated in the *University Statutes*. The Board of Trustees reserves the power to initiate and make changes in the *University Statutes*; but before making changes it will seek the advice of the University Senates.

In acting on matters concerning the administrative organization and powers and responsibilities of the officers of the University, appearing in *The General Rules Concerning University Organization and Procedure* (pages 45-68), the Board of Trustees acts on the advice of the President of the University. The Board reserves the power to make changes in these rules after consultation with the President.

The Board of Trustees delegates to the President of the University the authority to promulgate regulations and rules implementing *The General Rules Concerning University Organization and Procedure*. These are printed in *The Business Policy and Procedure Manual*.

I. UNIVERSITY ADMINISTRATION

FUNCTIONS OF THE BOARD OF TRUSTEES

Sec. 1. The Board of Trustees formulates University policies but leaves the execution of those policies to its administrative agents, acting under its general supervision. It is the responsibility of the Board to secure the needed revenues for the University and to determine the ways in which the University funds shall be applied.

THE PRESIDENT OF THE UNIVERSITY

Sec. 2. The President is the chief officer of the University and a member of the faculty of each college, school, institute, and division therein. He shall be elected by the Board of Trustees and his term of office shall be at the

pleasure of the Board. The President shall attend the meetings of the Board and participate in its deliberations. He may act with freedom within the lines of general policy approved by the Board. With the advice of the University Council, he shall prepare the annual and biennial budgets for presentation to the Board. He shall recommend to the Board suitable persons for positions in the University, including appointments to appropriate administrative positions, other than academic, which are not provided for in the *University Statutes*. In case of exigencies, acting within his proper jurisdiction, he may make appointments so that the work of the University shall not be interrupted, but such appointments shall be subject to confirmation by the Board. The President is responsible for the enforcement of the rules and regulations of the University. He shall make such recommendations to the Board and to the three University Senates as he may deem desirable for the proper conduct and development of the University. He shall be the presiding officer of each of the Senates as provided in Section 6. He shall issue diplomas conferring degrees, but only on the recommendation of the appropriate Senate and by authority of the Board of Trustees.

VICE-PRESIDENT AND PROVOST

Sec. 3. The Vice-President and Provost shall exercise the functions of the President in his absence and shall at all times assist the President by the exercise of such functions as the latter may delegate to him. He shall be the chief academic officer, under the President, and shall be a member of the faculty of each college, school, institute, and division.

ABSENCE OF PRESIDENT AND VICE-PRESIDENT AND PROVOST

Sec. 4. During the absence of the President and the Vice-President and Provost from duty the senior college dean, or other college dean designated by the President, shall exercise the functions of the President in the interim or until the next meeting of the Board of Trustees.

UNIVERSITY COUNCIL

Sec. 5. (a) The University Council shall consist of the President, the Vice-President and Provost, the deans of the colleges — including the associate deans of the Chicago Undergraduate Division — the directors or deans of independently organized schools, divisions, and institutes; other University officers who report directly to the President; and five members chosen by ballot from and by the three Senates as follows: one from the Chicago Professional Colleges Senate, one from the Chicago Undergraduate Division Senate, and three from the Urbana-Champaign Senate.

(b) At his discretion the President may invite other members of the University staff to attend meetings of the Council, who although they are nonmembers of the Council, may participate in its discussions.

(c) The University Council shall act as adviser to the President and shall meet at his call. It shall not exercise legislative functions. The President shall secure the general recommendations of the Council before preparing the annual and biennial budgets.

(d) The Council may elect an Executive Committee from its own membership to advise the President at such times and on such matters as he may determine.

II. LEGISLATIVE ORGANIZATION

UNIVERSITY SENATES

Sec. 6. (a) A Senate is constituted at each campus of the University to be known, respectively, as the Urbana-Champaign Senate, the Chicago Professional Colleges Senate, and the Chicago Undergraduate Division Senate.

(b) Each Senate shall consist of the full professors, the deans of colleges, the directors or deans of schools and institutes, and the heads and chairmen of departments (or persons acting in the foregoing positions) at the campus represented by that Senate; and, on the recommendation of the Committee on Educational Policy of that Senate, of persons of other academic rank or administrative status, as each Senate may determine by resolution. In no case, however, shall any person, irrespective of academic rank or administrative status, be a member of a Senate, or eligible for membership, unless he holds at least a half-time appointment and receives salary from the University for such services, as specified in his contract. At the Chicago Undergraduate Division the associate deans and directors shall be members of its Senate. Senate members of the teaching and research staffs shall, upon retirement, be entitled to the privileges of the floor at all meetings of their Senate. Membership on any standing committee of a Senate is open to the general faculty, and carries with it the privileges of the floor of the Senate, including that of voting, so long as such membership continues.

(c) The President, the Vice-President and Provost, the Vice-President and Comptroller, the Legal Counsel, the Dean of Admissions and Records, the Vice-President in Charge of the Chicago Professional Colleges, and the Executive Dean of the Chicago Undergraduate Division are ex officio members of each of the Senates. The President shall be the presiding officer of each Senate, but, in his absence or inability to preside, this function shall be exercised in the Urbana-Champaign Senate by the Vice-President and Provost, in the Chicago Professional Colleges Senate by the Vice-President in Charge, and in the Chicago Undergraduate Division Senate by its Executive Dean. Each ex officio member may designate a representative to act in his behalf at any Senate meeting.

(d) Each Senate shall elect a secretary from among its members to serve during its pleasure.

(e) Each Senate may exercise legislative functions in matters of educational policy affecting the University as a whole or its own campus only; but no such Senate action shall take effect until submitted to the Senate Coordinating Council and approved by the Board of Trustees as provided in Section 7.

(f) Each Senate shall hold at least four regular meetings during the academic year on dates it shall determine. Special meetings of any Senate may be called at any time by the President. In addition, special meetings of the Chicago Professional Colleges Senate may also be called at any time by the Vice-President in Charge, and of the Chicago Undergraduate Division Senate by the Executive Dean. A special meeting of any Senate shall also be convened upon petition of twenty per cent of the membership of that Senate or twenty-five members, whichever is the smaller number, delivered to the Secretary of that Senate, such meeting to occur not later than ten calendar days after receipt of the petition by the Secretary, unless the petition designates a later date, which shall be the date of the special meeting.

Written notice of regular meetings shall be mailed to all members at least five days before the meeting. Written notice of a special meeting, with a list of the subjects to be considered, shall be mailed to all members at least five days before the meeting. Only subjects specifically listed in the notice of a special meeting may be considered at that meeting. A quorum for any regular or special meeting of any Senate shall consist of one-third of the total membership of that Senate or fifty members, whichever is the smaller number.

(g) Except as otherwise provided in these Statutes, each Senate shall determine for its campus: requirements for admission to the several colleges, schools, and other teaching divisions; general requirements for degrees and certificates; questions of educational policy; relations between colleges, schools, and other teaching divisions; changes in the amount, character, or quality of work required for admission to the colleges, schools, and other teaching divisions; and changes in the total number of hours required for degrees or certificates. Neither the powers conferred on the several Senates by this paragraph (g) nor the powers conferred by paragraph (e) of this Section shall extend to matters over which the college is given jurisdiction by Section 8 (c).

(h) Each Senate shall elect a Committee on Student Discipline which shall appoint one or more subcommittees on which, unless the Senate determines otherwise, there shall be voting student representatives. These subcommittees shall have original jurisdiction to hear and render decisions in all disciplinary cases, unless the Senate Committee determines to exercise original jurisdiction. The decision of a subcommittee not appealed to the Committee shall be final. The Committee on Student Discipline shall hear and take action for the Senate in cases in which it exercises original jurisdiction and in cases appealed to it from its subcommittees. The Committee shall formulate and adopt, after consultation with the Legal Counsel, disciplinary and hearing procedures, which shall be followed in all undergraduate student disciplinary proceedings. In hearing and deciding any appeal, the Committee may conduct a hearing de novo, or may act solely upon the record in the case before the subcommittee, as the Committee, in its discretion, may determine.

(i) The Senates at Urbana-Champaign and at the Chicago Professional Colleges shall recommend candidates for degrees, diplomas, and certificates to be conferred by the President under the authority of the Board of Trustees.

(j) No new line of work involving questions of general educational policy shall be established on any campus except upon approval of the Senate concerned and except as elsewhere provided in these Statutes.

(k) Each Senate may propose amendments to these Statutes through the Senate Coordinating Council to the President and the Board of Trustees as provided in Section 65.

(1) Each Senate shall elect annually by ballot from its membership a Committee on Committees consisting of not fewer than three persons. Not more than one member of this Committee of the Urbana-Champaign Senate shall be from any one college or school. Upon nomination made by this Committee after consultation with the President, in the case of the Urbana-Champaign Senate, and with the Vice-President in Charge of the Chicago Professional Colleges or with the Executive Dean of the Chicago Undergraduate Division, respectively, each Senate shall elect committees on educational

policy, academic freedom, University calendar, the library, student discipline, student affairs, and such other standing committees as it may from time to time authorize. The chairmen of the Senate committees on educational policy, academic freedom, library, and of such other committees as the three Senates may designate, shall be members of the corresponding committees of the other Senates.

(m) Any action of any Senate involving matters of University-wide policy, or proposals to amend the *University Statutes*, shall be submitted by the Senate Coordinating Council to the other Senates for consideration and recommendation.

SENATE COORDINATING COUNCIL

Sec. 7. (a) The Senate Coordinating Council is constituted of twelve members, six of whom shall be elected by the Urbana-Champaign Senate, three by the Chicago Professional Colleges Senate, and three by the Chicago Undergraduate Division Senate. Any member of the Senate at each campus shall be eligible for election to this Council. The term of office shall be three years, except that, of the members first elected by each Senate, one-third shall be elected for a one-year term, one-third for a two-year term, and one-third for a three-year term. No member may serve for more than two consecutive terms but may again be elected after the lapse of one or more years following such membership. The Council shall select a chairman and a secretary from among its members. A quorum shall consist of eight members, including two-thirds of the representatives of each of the Senates.

(b) The Senate Coordinating Council shall consider all matters acted on by any of the three Senates and determine whether any action affects general University policy, or is a policy of individual campus concern only. Should the Council find a matter to be of concern to more than one campus, it shall refer that matter to the other Senate or Senates for consideration and recommendation. Any proposed amendment to the Statutes of the University submitted by one Senate shall be transmitted by the Senate Coordinating Council to the other Senates. The Council shall endeavor to promote agreement of the three Senates; and where this is not possible, the Council shall transmit its recommendations to the President for submission to the Board of Trustees. The Council, in acting on issues on which the Senates disagree, shall notify the several Senates of its proposed recommendations so that any objection to or appeal from such recommendations by any Senate may accompany the recommendations of the Council to the President and the Board of Trustees.

(c) The Council shall hold meetings at such intervals as to permit expeditious consideration of matters acted upon by the several Senates.

(d) The Council shall appoint not more than three of its members to act as a liaison committee advisory to the Board of Trustees (through the President), the President, and the respective Senates, in matters of special and extraordinary concern to the University. The special function of this committee shall be to aid in maintaining harmonious relations among such officers and units of the University. The committee shall act only upon the express request of the Board of Trustees, the President, any one of the three Senates, or the Senate Coordinating Council.

III. EDUCATIONAL ORGANIZATION

A. COLLEGES AND SCHOOLS

THE COLLEGE

Sec. 8. (a) The college is the largest educational and administrative group. It comprises those departments or interests which are best served by their inclusion within it.

(b) The college shall be governed in its internal administration by its faculty. The faculty consists of the President, the Vice-President and Provost, the dean, the associate deans and assistant deans of the college, and all professors, associate professors, assistant professors, and instructors within the groups it comprises, together with a representative of any other department or group as may be entitled to representation by virtue of participation in the program of instruction in the college, and such other officers of the University as the President may assign thereto. The dean of the college, on the advice of the College Executive Committee and in consultation with the President, shall determine faculty membership as implied by the phrase "participation in the program of instruction in the college." The Executive Committee of the college, in consultation with the dean, shall determine the voting rights of members of the faculty not on full-time appointment.

(c) Subject to the jurisdiction of the Senates as provided in Section 6, the college shall have jurisdiction in all educational matters falling within the scope of its programs, including the determination of its curricula, except that proposals which involve budgetary changes shall become effective only when the President, having received the advice of the University Council, has approved them. The college has the fullest measure of autonomy consistent with the maintenance of general University educational policy and correct academic and administrative relations with other divisions of the University. In questions of doubt concerning the proper limits of this autonomy between the college and the Senate, the college shall be entitled to appeal for a ruling to the President, who shall make his decision after consultation with the Senate Coordinating Council.

(d) The transfer of any line of work, or any part thereof, to or from a college, from or to some other administrative group, shall be made on the recommendation of a Senate, the Senate Coordinating Council, and the President, and on approval of the Board of Trustees.

(e) The faculty shall elect its secretary and committees.

(f) An Executive Committee of two or more members, composed of or selected from the professors, associate professors, and assistant professors in the college and elected annually by the faculty, shall advise the dean of the college and transact such business as may be delegated to it by the faculty. The dean is ex officio a member and chairman of the committee. When meeting to give advice on appointment of the dean, the senior faculty member on the Executive Committee shall be chairman, and the dean shall not be a member.

THE DEAN

Sec. 9. (a) The dean is the chief executive officer of the college, responsible to the President for its administration. He is the agent of the college faculty for the execution of college educational policy.

(b) He shall be elected biennially by the Board of Trustees, on nomination of the President. On the occasion of each election, the President shall have the advice of the Executive Committee of the faculty concerned.

(c) On the recommendation of the dean and on the nomination of the President, the Board of Trustees may appoint biennially associate or assistant deans as required.

(d) (1) The dean shall call meetings of the faculty at such times as he or the Executive Committee may deem necessary and shall preside over such meetings; (2) to the end that committee work may be reduced to a minimum, he shall formulate and present policies to the faculty for its consideration; however, the foregoing clause shall not be interpreted to abridge the right of any member of the faculty to present any matter to the faculty; (3) he shall make reports on the work of the college; (4) he shall oversee the registration and the progress of the students in the college; (5) he shall be responsible to the President for the educational use of the buildings and rooms assigned to the college, and for the general equipment of the college as distinct from that of the separate departments; (6) he shall serve as the medium of communication for all official business of the college with other University authorities, the students, and the public; (7) he shall represent the college in conferences, except that additional representatives may be designated by the dean for specific conferences; (8) he shall prepare the budget of the college in consultation with the Executive Committee of the college; (9) he shall recommend the appointment, reappointment, or promotion of the officers and members of the teaching staff. In case of appointments, reappointments, or promotions, he shall make his recommendation after consultation with the chairman and Executive Committee, or with the head of the department concerned; in case the college has no departments, the dean shall make such recommendations after consultation with the Executive Committee of the college; recommendations to positions on the teaching staff shall ordinarily originate with the department, or, in cases of groups not organized as departments, with the persons in charge of the work concerned, and shall be presented to the dean for transmission with his recommendation to the President; (10) in case recommendations from the colleges are not approved by the President, the dean, with the consent of the Board, may present the recommendations in person before the Board of Trustees in session.

THE SCHOOL

Sec. 10. (a) The school is an educational and administrative unit occupying a status between the department and the college.

(b) A school organized as an independent administrative unit shall be governed by the same regulations as govern a college.

(c) A school included within a college shall be under the general direction of the faculty of that college.

THE DEAN OR DIRECTOR OF A SCHOOL

Sec. 11. (a) The chief executive officer of the school organized as an independent unit shall be a dean or director, appointed biennially by the Board of Trustees, on the recommendation of the President. In the selection of a dean or director, the President shall have the advice of the Executive Committee of the faculty concerned. Within the school the duties of a director or a dean shall be the same as those of the dean of a college.

(b) The chief executive officer of a school included within a college shall be a director appointed biennially by the Board of Trustees, on the recommendation of the dean of the college and of the President.

B. DEPARTMENTS

THE DEPARTMENT

Sec. 12. (a) The department is the primary unit of education and administration within the University. It is established for the purpose of carrying on programs of instruction and research in a particular field of knowledge. The staff of a department includes persons of all ranks who, on the nomination of its head or chairman, are appointed or assigned to it.

(b) The department has the fullest measure of autonomy consistent with the maintenance of general college and University educational policy and correct academic and administrative relations with other divisions of the University. Should a dispute arise between the department and another unit of the University concerning the proper limits of this autonomy, the department may appeal for a ruling directly to the dean and the Executive Committee of the college and, where the President considers it proper, to the President, who shall make a decision after consultation with the Senate Coordinating Council.

(c) A department may be organized either with a chairman or with a head.

(d) A new department may be created by the Board of Trustees on the vote of the faculty of the college in which the department is to be located and on the recommendation of the college and with the approval of the appropriate Senate and the President.

DEPARTMENT ORGANIZED WITH A CHAIRMAN

Sec. 13. (a) The chairman shall be appointed biennially by the Board of Trustees on nomination presented by the President after consultation with the dean of the college and with the Executive Committee of the department concerned.

(b) In each department organized with a chairman, the voting faculty consists of the instructors, assistant professors, associate professors, and professors. With the consent of the Executive Committee, the Chairman may invite other persons to attend departmental meetings but such persons shall have no vote.

(c) The voting faculty of the department shall have power to determine such matters as do not so affect relations with other departments or colleges that they properly come under the supervision of larger administrative units.

(d) In each department organized with a chairman, there shall be an Executive Committee elected annually by the voting members of the department from the ranks of assistant professor and above. Should the department so determine, members of the Executive Committee may be elected for two-year terms. The chairman of the department is *ex officio* a member and the chairman of this committee. The chairman and the Executive Committee are responsible for the preparation of the budget and for such matters as may be delegated to them by the voting faculty of the department. In a department which has a voting faculty of not more than five members, the Executive

Committee shall consist of all persons of the rank of assistant professor and above. In all other cases the size of the Executive Committee shall be determined by the voting members of the department.

(e) In each department organized with a chairman, that officer shall be responsible for the formulation and execution of departmental policies and the execution of University and college policies insofar as they affect the department. He shall have power to act independently in such matters as are delegated to him by the Executive Committee. He shall (1) report on the teaching and research of the department; (2) have general oversight of the work of students in the department; (3) collaborate with the Executive Committee in the preparation of the budget and be responsible for the expenditure of departmental funds for the purposes approved by the Executive Committee; and (4) call and preside over all meetings of the department and of the Executive Committee. The chairman, together with the Executive Committee, is responsible for the organization of the work of the department, and for the quality and efficient progress of that work.

(f) In the administration of his office the chairman shall recognize the individual responsibility of other members of the department for the discharge of the duties committed to them by their appointments and shall allow proper scope to the ability and initiative of all members of the department.

DEPARTMENT ORGANIZED WITH A HEAD

Sec. 14. (a) The head of a department shall be appointed without specified term by the Board of Trustees on nomination presented by the President after consultation with the dean of the college and all members of the department of the rank of assistant professor and above. He may, however, be relieved of his duties and title as head of the department by the Board of Trustees, on recommendation of the President in consultation with the dean of the college.

(b) The head of the department shall have the power to determine such matters as do not affect other departments or properly come under the supervision of larger administrative units.

(c) In each department organized with a head, that officer shall have general direction of the work of the department. In regard to departmental policies he shall consult with an advisory committee which may be constituted as follows: the faculty of the department may elect an advisory committee from the staff who are on indefinite tenure. If the faculty does not so act, the advisory committee shall consist of all members on indefinite tenure, unless the department is organized in divisions, in which case the advisory committee shall consist of the heads of the several divisions. The head of the department shall consult with each member of the department regarding the nature and scope of the work in charge of that member. He shall regularly call meetings of the departmental staff for explanation and discussion of policies, educational procedure, and research. The head shall be responsible for the organization of the work of the department, for the quality and efficient progress of that work, and for the formulation and execution of departmental policies, and for the execution of university and college policies insofar as they affect the department. He shall report on the teaching and research of the department, have general supervision of the work of students

in the department, prepare departmental budgets, and be responsible for the distribution and expenditure of departmental funds and for the care of departmental property.

(d) In the administration of his office, the head shall recognize the individual responsibility of other members of the department for the discharge of the duties committed to them by their appointments and shall allow proper scope to the ability and initiative of all members of the department.

CHANGE OF DEPARTMENTAL ORGANIZATION

Sec. 15. On the written request of at least one-fourth of the members of the department of the rank of assistant professor and above, and in no case fewer than two members, that the form of the organization of the department be changed, the dean shall call a meeting to poll by ballot the members of the department of the ranks of assistant professor and above; he shall transmit the result of the vote to these members of the department and to the President together with his recommendation; if a change of organization is voted, the President shall thereupon transmit this recommendation to the Board of Trustees.

C. GRADUATE COLLEGE

GRADUATE COLLEGE

Sec. 16. (a) The Graduate College shall have jurisdiction over all programs leading to the master's degree and all programs leading to the degrees of Doctor of Philosophy, Doctor of Education, Doctor of the Science of Law, Doctor of Musical Arts, and other graduate degrees as determined by Senate action and approved by the Board of Trustees. It is the responsibility of the Graduate College to safeguard and promote standards of graduate work on the Urbana-Champaign and Chicago Professional Colleges campuses and to promote and assist in the development of research in all fields.

(b) Except as otherwise provided in this section, the Graduate College shall be governed by the same regulations as govern other colleges.

(c) The faculty of the Graduate College consists of the President, the Vice-President and Provost, the Vice-President in Charge of the Chicago Professional Colleges, the Dean, the Associate and Assistant Deans of the Graduate College, and all those who on the recommendation of the departments or of other teaching or research divisions have been approved by the Executive Committee and the Dean of the Graduate College to be in independent charge of courses designed for graduate students or of theses to be submitted for higher degrees.

(d) The Executive Committee consists of sixteen members: (1) eight elected members, four of whom shall be elected annually for two-year terms by the faculty of the Graduate College; (2) six members, three of whom shall be appointed each year for two-year terms by the President on the nomination of the Dean of the Graduate College in consultation with the members elected that year; and (3) the Associate Dean of the Chicago Professional Colleges Division of the Graduate College; and (4) the Dean of the Graduate College, who is ex officio a member and chairman of the Committee. Members elected or appointed shall hold office for two-year terms except that, for initial appointments or elections hereunder, one-half of the

members of each group shall be designated to serve for one year and one-half for two years. When meeting to give advice on the appointment of the Dean, the senior faculty member (in terms of service at the University) on the Executive Committee shall be chairman and the Dean shall not be a member of the committee.

(e) Graduate work at the Chicago Professional Colleges shall be conducted by the Chicago Professional Colleges Division of the Graduate College. The Division consists of the members of the graduate faculty in residence on that campus. There shall be an Executive Committee of the Professional Colleges Division of the Graduate College composed of nine members, four of whom shall be elected each year for two-year terms by the Division Graduate Faculty; the Associate Dean of the Graduate College is ex officio a member and the chairman of the Committee.

(f) The principal administrative head of the Graduate College is the Dean, who shall be appointed in the same manner as are the deans of other colleges.

(g) On the recommendation of the Dean of the Graduate College and on the nomination of the President, the Board of Trustees shall appoint biennially an Associate Dean of the Graduate College, who shall represent the Dean and serve as his deputy directly responsible to, and under the supervision and control of, the Dean for the administration of the Chicago Professional Colleges Division of the Graduate College.

(h) On the recommendation of the Dean and the nomination of the President, the Board of Trustees shall appoint biennially associate or assistant deans of the Graduate College as required.

(i) The recommendation of the Dean of the Graduate College shall be secured for the appointment to the staff of any college, school, division, or institute, or for the promotion of a person who may be expected to offer courses open to graduate students or to supervise theses submitted for higher degrees.

(j) The supervision of graduate student affairs, excluding discipline, is the responsibility of the Graduate College. The Dean of the Graduate College, after consulting with the Executive Committee of the College, shall appoint Committees on Graduate College Student Affairs for the Urbana-Champaign and Chicago Professional Colleges campuses.

(k) Student discipline for graduate students shall be administered by the Committee on Discipline of the Urbana-Champaign Senate or of the Chicago Professional Colleges Senate, in accordance with the provisions of Section 6, paragraph (h). Each Senate Committee on Discipline shall, after consulting with the Dean of the Graduate College, appoint a subcommittee on discipline for graduate students. The appropriate Senate Committee on Discipline shall hear and decide cases appealed to it from its subcommittees. The provisions of Section 6, paragraph (h), relative to the formulation of procedures and original and appellate jurisdiction of the Senate Committee, shall apply to disciplinary cases hereunder.

UNIVERSITY RESEARCH BOARD

Sec. 17. (a) The University Research Board consists of eight members appointed by the President after consultation with the Dean and with the Ex-

ecutive Committee of the Graduate Faculty; the Associate Dean of the Chicago Professional Colleges Division of the Graduate College; and the Dean of the Graduate College, who shall serve as chairman unless the President, in consultation with the Dean, shall name another member of the Research Board to serve as chairman. The Research Board may establish appropriate committees, the members of which need not be members of the Research Board.

(b) The functions of the University Research Board include:

(1) Making assignments of research funds of the Graduate College to individual and group research projects.

(2) Reviewing applications from faculty members to outside agencies for financial aid in support of research projects.

(3) Advising the President on potentially patentable inventions by faculty members.

(4) Advising the President and the Dean of the Graduate College on any matters they desire to submit to the Research Board.

SPECIAL UNITS OF THE GRADUATE COLLEGE

Sec. 18. (a) On the recommendation of the University Research Board, and of the Executive Committee and the Dean of the Graduate College, with approval by the President, the Board of Trustees may create special units of the Graduate College for the purpose of carrying on or promoting research in areas which are broader than the responsibility of any one department. Any such unit may be abolished by similar action.

(b) Staff members of such units shall be appointed by the Board of Trustees on the recommendation of the Executive Committee and the Dean of the Graduate College and on the nomination of the President. Appointments which carry academic rank and title indicative of departmental association shall be made only after consultation with the department concerned.

(c) Subject to the foregoing stipulations, the special units of the Graduate College include: (1) Digital Computer Laboratory; (2) Electron Microscope Laboratory; (3) Radiocarbon Laboratory; (4) Physical Environment Unit; (5) Institute of Communications Research; (6) Illinois Historical Survey.

C-1. PROFESSIONAL COLLEGES AT URBANA-CHAMPAIGN

COLLEGE OF LAW

Sec. 18-1. (a) The College of Law of the Urbana-Champaign campus of the University is a professional college within the meaning of this Section.

(b) The supervision of student affairs of students enrolled in the College of Law, excluding discipline, is the responsibility of the College of Law. The Dean of the College of Law, after consulting with the Executive Committee of the College, shall appoint a Committee on Student Affairs.

(c) Student discipline for students enrolled in the College of Law shall be administered by the Committee on Discipline of the Urbana-Champaign Senate in accordance with the provisions of Section 6 (h). The Senate Committee on Student Discipline shall, after consulting with the Dean of the College of Law, appoint a subcommittee on discipline for the students enrolled in the College. The Senate Committee on Discipline shall hear and decide cases appealed to it from this subcommittee. The provisions of Section 6 (h), relat-

ing to the formulation of procedures and original and appellate jurisdiction of the Senate Committee, shall apply to disciplinary cases hereunder.

COLLEGE OF VETERINARY MEDICINE

Section 18-2. (a) The College of Veterinary Medicine of the Urbana-Champaign campus of the University is a professional college within the meaning of this Section.

(b) The supervision of student affairs of students enrolled in the College of Veterinary Medicine, excluding discipline, is the responsibility of the College of Veterinary Medicine. A Committee on Student Affairs shall be elected by the Faculty of the College.

(c) Student discipline for students enrolled in the College of Veterinary Medicine shall be administered by the Committee on Discipline of the Urbana-Champaign Senate in accordance with the provisions of Section 6, paragraph (h). The Senate Committee on Student Discipline shall, after consulting the Dean of the College of Veterinary Medicine, appoint a subcommittee on discipline for the students enrolled in the College. The Senate Committee on Student Discipline shall hear and decide cases appealed to it from this subcommittee. The provisions of Section 6, paragraph (h), relating to the formulation of procedures and original and appellate jurisdiction of the Senate Committee, shall apply to disciplinary cases hereunder.

D. ALL-UNIVERSITY UNITS

UNIVERSITY LIBRARIES

Sec. 19. (a) The University Libraries include all books, pamphlets, periodicals, maps, music scores, photographs, prints, manuscripts, micro-reproductions, and other materials purchased or acquired in any manner by the University and preserved and used in libraries to aid students and investigators. Such materials may include sound recordings, motion picture films, lantern slides, film strips, and other appropriate audio-visual aids.

(b) The University Libraries shall be in charge of the Director of Libraries. The libraries at the Chicago Professional Colleges and the Chicago Undergraduate Division and all branch libraries shall be in charge of librarians who are under the supervision of and represent the Director.

(c) The Director shall be responsible for the arrangement and care of the University Libraries and for the organization of the University Library staff. In the purchase of books and similar materials he shall act in accordance with business methods approved by the Vice-President and Comptroller. He shall make an annual report to the President on the condition and needs of the University Libraries and on the work of the staff. With the approval of the President, and with the approval of the Vice-President in Charge of the Chicago Professional Colleges or the Executive Dean of the Chicago Undergraduate Division, as the case may require, the Director may establish libraries on any campus when in his opinion efficiency in reference work, circulation, cataloging, ordering, and other matters of library administration, and the general welfare of a campus, college, school, or department will thereby be promoted; and when such action has been taken, the Director may delegate appropriate powers to the assistants in charge of such branches.

(d) The Director shall be appointed biennially by the Board of Trustees on the nomination of the President of the University. On the occasion of

each such election, the President shall have the advice of the Library Committees of each of the Senates, to each of which for this purpose he shall appoint one member of the library staff from each campus.

(e) Members of the University Libraries staff shall be appointed by the Board of Trustees on the recommendation of the Director of Libraries and nomination of the President, and may be given appropriate academic rank. In recommending the appointment of the librarian who is his representative at the Chicago Professional Colleges and the Chicago Undergraduate Division, the Director of Libraries shall consult with the Vice-President in Charge of the Chicago Professional Colleges and with the Executive Dean of the Chicago Undergraduate Division.

(f) The standing Library Committees of the three University Senates shall advise the Director regarding the apportionment of book funds and other matters pertaining to the University Libraries.

UNIVERSITY PRESS

Sec. 20. (a) The University Press is the publishing division of the University. It is charged with the responsibility for editing, designing, printing, and distributing the publications of the University.

(b) The Director of the University Press shall be appointed biennially by the Board of Trustees on the recommendation of the President.

(c) There shall be a University Press Board composed of the Dean of the Graduate College, the Director of the Press, and five appointed members. Appointments to the Board shall be made by the President after consultation with the Director of the University Press and with the Dean of the Graduate College. The University Press Board shall advise the Director of the Press regarding policies and administration.

DIVISION OF UNIVERSITY EXTENSION

Sec. 21. (a) The Division of University Extension is the agency of the University responsible for the extension of the educational resources of the University, other than those provided by the Extension Service in Agriculture and Home Economics, to qualified persons who are not students in residence. In carrying out its mission, the Division may conduct extramural courses, short courses, correspondence courses, conferences, and other programs common to university extension divisions.

(b) The Dean of the Division of University Extension shall be appointed biennially by the Board of Trustees on the recommendation of the President. He shall be the principal administrative officer of the Division and shall be responsible to the President.

(c) An Advisory Committee of seven members, appointed biennially by the President in consultation with the Dean, shall advise the Dean with respect to programs and administration.

(d) The content and quality of instruction in extension courses is the responsibility of the departments concerned.

(e) Appointments to the academic staff of the Division or assignments from departmental faculties to extension teaching shall be made on the recommendation of the Dean in consultation with the heads (or chairmen) of the departments concerned.

SUMMER SESSION

Sec. 22. (a) All courses for which credit toward a degree is given in the Summer Session shall be maintained at the same grade and standards as other work in the University. The character of the courses offered therein shall be outlined by the respective departments and by the Dean of the Summer Session and shall be approved in the same manner as are other courses.

(b) The Dean of the Summer Session shall be appointed biennially by the Board of Trustees, on the recommendation of the President of the University. He shall be the executive officer of the Summer Session and have therein the same duties as the dean of a college.

(c) An Executive Committee, appointed by the President, shall advise the Dean in the administration of his office, including the formulation of plans and the preparation of the budget.

(d) Appointments to the academic staff of the Summer Session shall be made by the Board of Trustees on the recommendation of the President. Recommendations for appointment shall originate with the department and shall be approved by the dean, or by the director concerned, and by the Dean of the Summer Session.

DIVISION OF SPECIAL SERVICES FOR WAR VETERANS

Sec. 23. (a) The Division of Special Services for War Veterans is established to serve the needs of men and women in the undergraduate colleges who have been released from the armed services.

(b) The Division shall be administered by a Director appointed biennially by the Board of Trustees on the recommendation of the President.

(c) The Division shall have an Executive Council appointed by the President after consultation with the Director and the Committee on Committees of the Urbana-Champaign Senate. The Director is ex officio a member of the Council. The Council shares with the Director the responsibilities of planning and administering the program of the Division.

(d) The functions of the Division are: (1) to study the needs of the returning veteran; (2) to inform him of the services of the University and to advise him in matters of educational aim and adjustment; (3) to help him find among the curricula the one which will best satisfy his purpose, and to assist him in making such adjustments as he may desire and as are accepted by the college or department in question.

(e) All veterans, on entering the University, shall have the privilege of applying for admission to any college or curriculum. They shall at all times have free access to the counseling services of the Division of Special Services and may come under its direct supervision under these conditions: (1) if they so elect at the time of their first registration, and if they are accepted by the Division; (2) when, according to regular University procedure, they voluntarily transfer to the Division from any school or college.

(f) For all students enrolled under its administration the Division is empowered to arrange programs of study leading to undergraduate degrees, and to certify those degrees to the Urbana-Champaign Senate. Such degrees, however, shall be so phrased that they can not be confused with any other degrees offered by the University.

COUNCIL ON TEACHER EDUCATION

Sec. 24. (a) The Council on Teacher Education is composed of the deans and the directors of colleges and schools which offer curricula in the training of teachers for the elementary and secondary schools and for the community (junior) colleges. The chairman shall be named by the President.

(b) The duties of the Council are to formulate policies and programs in the fields of teacher selection, retention, guidance and training, and placement in the schools named in paragraph (a), in conformity with educational policies established by the Urbana-Champaign Senate.

(c) On the nomination of the Dean of the College of Education and with the approval of the Council on Teacher Education, there shall be appointed (1) a Coordinator of Teacher-Training Programs, and (2) a Director of Teacher Placement. These officers shall be responsible to the Dean of the College of Education, who shall act as the executive officer for the Council in directing them in the performance of their duties.

(d) The Council is authorized to appoint area-of-specialization committees in each of the major teaching fields, a Committee on Teacher Placement, and such other committees as may be needed. These committees shall be composed of representatives from the College of Education and from the major subject-matter fields represented in any given curriculum.

The area-of-specialization committees shall be responsible for the improvement of their respective teacher-education curricula, counseling procedures in their areas, and other activities related thereto. They shall recommend action to the Council on Teacher Education.

(e) Students shall not ordinarily be eligible for University approval of their status as prospective teachers unless they have elected a curriculum approved by the Council on Teacher Education. It is understood, however, that this rule will not prejudice the status of students in any teaching area for which a curriculum is in the process of preparation.

(f) All curricula shall be approved by the Council on Teacher Education, by the respective colleges, and by the Urbana-Champaign Senate. They shall be offered in appropriate colleges and schools.

E. CHICAGO UNITS

CHICAGO PROFESSIONAL COLLEGES AND SCHOOLS

Sec. 25. (a) The Chicago Professional Colleges and Schools* are integral parts of the University. They shall be governed by the general provisions of these Statutes, except as otherwise specifically provided.

(b) They shall be organized according to the principles stated in Sections 8 to 16 inclusive.

(c) The legislative body for the Chicago Professional Colleges shall be the Senate of the Chicago Professional Colleges, as provided in Section 6.

(d) There shall be a Vice-President in Charge of the Chicago Professional Colleges, who, under the direction of the President, shall be the chief executive officer of these colleges and schools and of such other academic, research, public services, medical services, and hospital services identified with the Chicago Professional Colleges as are not an integral part of a college or school.

* Herein referred to as the Chicago Professional Colleges.

The Vice-President in Charge shall be appointed biennially by the Board of Trustees on the nomination of the President. When a new Vice-President in Charge is to be selected, the President shall have the advice of a committee drawn from the Senate of the Chicago Professional Colleges. The Vice-President is a member of the faculty of each college and school on that campus. In the absence of the President, he shall preside at meetings of the Senate of the Chicago Professional Colleges. Administratively, he shall act within the lines of general policy indicated in these Statutes and in conformity with specific policies adopted by the Board of Trustees or transmitted to him by the President. He may make recommendations to the Board, through the President, on matters of general policy pertaining to the Chicago Professional Colleges. He shall make such recommendations to the President and to the Senate of the Chicago Professional Colleges as he may deem desirable for the proper conduct and development of the work of these colleges. He shall prepare the proposed annual and biennial budget of the Chicago Professional Colleges with the advice of the Advisory Council and shall present these budgets to the President and to the University Council for consideration and inclusion in the University budget. He shall recommend to the President suitable persons for appointment to positions in the Chicago Professional Colleges. He shall transmit to the President the names of candidates recommended by the Senate of the Chicago Professional Colleges for diplomas and degrees.

(e) Representatives of the Vice-President and Comptroller, the Dean of Admissions and Records, the Director of Nonacademic Personnel, the Director of Public Information, the Director of the Physical Plant, the Director of University Libraries, the Director of Broadcasting and Manager of Radio and Television Stations, the Dean of the College of Physical Education and the Graduate College, who are assigned to the Chicago Professional Colleges, shall keep the Vice-President in Charge informed of their budgets and policies and any changes therein which may affect the services which the office they represent may render to the colleges, schools, and departments. Within the limits of the general policy of their respective offices, they shall look to the Vice-President for guidance as to ways in which their services may best be utilized in accomplishing the academic purposes of the Chicago Professional Colleges. Appointment of these representatives shall be made after consultation with the Vice-President.

(f) An Advisory Council for the Vice-President in Charge of the Chicago Professional Colleges shall be composed of the deans (or acting deans), the directors (or acting directors) of the colleges or schools, the Medical Director (or acting director) of the Research and Educational Hospitals, the Associate Dean of the Chicago Professional Colleges Division of the Graduate College, the chief representative of the Vice-President and Comptroller of the University, the chief representative of the Director of the Physical Plant, three members of the Senate of the Chicago Professional Colleges elected by that Senate, and such other members as the Advisory Council shall from time to time recommend to the Vice-President in Charge for inclusion. The Council shall have no legislative functions. It shall meet once in each academic quarter and at such other times as the Vice-President shall deem necessary. The Vice-President shall be chairman at meetings of the Council.

(g) The colleges, schools, and other agencies identified with the Chicago

Professional Colleges include: The College of Dentistry, the College of Medicine, the College of Pharmacy, the School of Nursing, the Chicago Professional Colleges Division of the Graduate College, the Research and Educational Hospitals, the Division of Services for Crippled Children, the Institution for Tuberculosis Research, the Aeromedical and Physical Environment Laboratory, the Illustration Studios, the Animal Hospital, the Office of Student Affairs, and the Health Service of the Chicago Professional Colleges.

(h) The Board of Trustees, on nomination of the President, shall appoint biennially a Medical Director of the Research and Educational Hospitals, who shall be a physician highly qualified in the fields of medical education and administration. The Board may also appoint him Associate Dean of the College of Medicine.

The duties and responsibilities of this officer are:

As Medical Director, he is the chief administrative officer of the Research and Educational Hospitals and Chairman of the Hospital Executive Committee. He shall supervise and coordinate the activities of the offices of Administrator, of the Director of Clinics and Admissions (of patients to the hospitals), and of the professional services, including nursing. He has charge of the budget of the Research and Educational Hospitals. In all of these capacities he is responsible to the Vice-President.

As Associate Dean, he shall advise and assist the Dean of the College of Medicine in the preparation of the College budget — specifically on budgetary provisions relating to the Research and Educational Hospitals and the College of Medicine — and on professional appointments, teaching and research, and laboratory services. He shall advise and assist the Dean of the College of Medicine in all educational matters, especially in programming and implementing the educational and research activities in the Research and Educational Hospitals and the work of clinical clerks. He shall be a member of the faculty of the College of Medicine and of its Executive Committee and any other committee as may be appointed for executive or administrative purposes. He shall serve as liaison officer, representing the Dean, in educational matters, and in staffing the Illinois Eye and Ear Infirmary and of any other hospital agencies which are similarly affiliated with the University. In all of these capacities he shall be responsible to the Dean of the College of Medicine.

CHICAGO UNDERGRADUATE DIVISION

Sec. 26. (a) The Chicago Undergraduate Division is an integral part of the University. The Division is governed by the general provisions of these Statutes insofar as they are applicable and except as otherwise provided in this section.

Courses offered at the Chicago Undergraduate Division which correspond with those offered at Urbana-Champaign shall be of the same nature and scope as corresponding courses offered on the latter campus.

(b) The legislative body for the Chicago Undergraduate Division is the Chicago Undergraduate Division Senate, as provided in Section 6.

(c) The Chicago Undergraduate Division is administered by an Executive Dean, who shall be appointed biennially by the Board of Trustees on the nomination of the President. When a new Executive Dean is to be selected, the President shall have the advice of a committee drawn from the Senate of the Chicago Undergraduate Division. The Executive Dean shall be a member

of the faculties of the Division. In the absence of the President, he shall preside at meetings of the Chicago Undergraduate Division Senate. Administratively, he shall act within the lines of general policy set forth in these Statutes and in conformity with specific policies adopted by the Board of Trustees or transmitted to him by the President. He may make recommendations to the Board of Trustees, through the President, on matters of general policy pertaining to the Division. He shall make such recommendations to the President and to the Chicago Undergraduate Division Senate as he may deem desirable for the proper conduct and development of the work of the Division. In consultation with the Advisory Council, he shall prepare the proposed annual and biennial budgets for the Chicago Undergraduate Division, and shall present these budgets to the President and the University Council for consideration and inclusion in the University budget. He shall recommend to the President suitable persons for appointment to positions in the Division.

(d) There shall be an Advisory Council for the Executive Dean in charge of the Chicago Undergraduate Division composed of the associate deans, the Director of Physical Education, the Assistant Dean of the Division, the chief representative of the Vice-President and Comptroller of the University, the chief representative of the Director of the Physical Plant of the University, three members of the Senate of the Chicago Undergraduate Division elected by that Senate, and such other members as the Advisory Council shall from time to time recommend to the Executive Dean for inclusion. The Council shall have no legislative functions. It shall meet once in each academic semester and at such other times as the Executive Dean shall deem necessary. The Executive Dean shall be chairman at meetings of the Council.

(e) The Division as organized is divided into Faculties as follows: the Faculty of Liberal Arts and Sciences (which includes course offerings in Education), the Faculty of Commerce and Business Administration, the Faculty of Engineering (including courses in Art and Architecture), and the Faculty of Physical Education.

(f) The Faculty shall have the powers and responsibilities outlined for colleges in Section 8. The addition of work in new fields and courses in areas currently included may be proposed by a Faculty of the Chicago Undergraduate Division after consultation with the appropriate committees of the Urbana-Champaign colleges offering the same work. Such additions are subject to approval by the Chicago Undergraduate Division Senate and the Senate Coordinating Council.

(g) Each Faculty shall have an Associate Dean or Director who shall have administrative charge of its affairs within the general framework of the Division. The Associate Dean or Director is the chief executive officer of his Faculty responsible to the Executive Dean and is the agent of his Faculty in the execution of educational policy. He shall be appointed in the manner prescribed in Section 9 of these Statutes, except that the recommendation shall be made to the President by the Executive Dean of the Division and after consultation with the Advisory Council and the Executive Committee of the Faculty concerned.

(h) The Faculties may be divided into appropriate departments or divisions which shall be administered in the manner prescribed in Sections 13 or 14 of these Statutes.

(i) Representatives of the Vice-President and Comptroller, the Dean of

Admissions and Records, the Director of Nonacademic Personnel, the Director of Public Information, the Director of the Physical Plant, and the Director of University Libraries, who are assigned to the Chicago Undergraduate Division, shall keep the Executive Dean informed of their budgets and policies and any changes therein which may affect the services which the office they represent may render to the Chicago Undergraduate Division and its departments. Within the limits of the general policy of their respective offices, they shall look to the Executive Dean for guidance as to ways in which their services may best be utilized in accomplishing the academic purposes of the Chicago Undergraduate Division. Appointment of these representatives shall be made after consultation with the Executive Dean.

F. SPECIALIZED UNITS

AGRICULTURAL EXPERIMENT STATION

Sec. 27. The Agricultural Experiment Station shall be administered by a Director, who shall be appointed biennially by the Board of Trustees on the recommendation of the President.

The Agricultural Experiment Station of the University of Illinois was established in 1888, under the provisions of acts of Congress, "to aid in acquiring and diffusing among the people of the United States useful and practical information in subjects connected with agriculture, and to promote scientific investigation and experiment respecting the principles and applications of agricultural science."

EXTENSION SERVICE IN AGRICULTURE AND HOME ECONOMICS

Sec. 28. (a) The Extension Service in Agriculture and Home Economics shall be administered by a Director appointed biennially by the Board of Trustees on the recommendation of the President, concurred in by the Secretary of Agriculture.

(b) Under the provisions of the Smith-Lever Act, approved by the President of the United States on May 8, 1914, and of subsequent acts of Congress, and under the provisions of a concurring Joint Resolution of the Illinois General Assembly, the University is designated the agency in Illinois responsible for cooperative agricultural and home economics extension work.

This work shall consist of the giving of instruction and practical demonstrations in agriculture and home economics to persons not attending the University and of imparting to such persons information on these subjects through field demonstrations, publications, and otherwise. This work shall be carried on in such a manner as may be mutually agreed upon by the Secretary of Agriculture and the University.

INSTITUTE OF AVIATION

Sec. 29. (a) The Institute of Aviation is responsible for fostering and correlating educational and research activities related to aviation in all parts of the University.

(b) The Institute and the University Airport shall be administered by a Director, appointed biennially by the Board of Trustees on the nomination of the President.

(c) An Executive Committee of the Institute shall be appointed by the President on the recommendation of the Director. The Director shall be ex officio a member and chairman of the Committee. The Executive Committee shall advise the Director on the administration of his office, including the

formulation of plans and the preparation of the budget. In making the nomination for a Director, the President shall consult with the Executive Committee. When meeting to recommend a Director, the senior member shall serve as chairman of the Committee and the Director shall not be a member.

INSTITUTE OF LABOR AND INDUSTRIAL RELATIONS

Sec. 30. (a) The Institute of Labor and Industrial Relations is responsible for fostering and coordinating educational, extension, and research activities in labor and industrial relations, including advisory and information services. Extension activities are administered by the Division of University Extension. In developing and carrying on such programs, use shall be made of the Institute staff as well as of the staffs of other University departments and divisions. An Advisory Committee, appointed by the Board of Trustees on the recommendation of the President, shall serve in an advisory capacity to the Institute. The Director of the Institute is ex officio a member and chairman of the Committee.

(b) The Institute of Labor and Industrial Relations shall be administered by a Director, appointed biennially by the Board of Trustees on the recommendation of the President.

(c) An Executive Committee shall be elected by the staff of the Institute and shall advise the Director on the administration of his office, including the formulation of plans and the preparation of the budget. The Director shall be ex officio a member and chairman of the Committee. In making the nomination for a Director, the President shall consult with the Executive Committee. When meeting to recommend appointment of a Director, the senior member shall be chairman and the Director shall not be a member of the Committee.

INSTITUTE OF GOVERNMENT AND PUBLIC AFFAIRS

Sec. 31. (a) The Institute of Government and Public Affairs is responsible for developing campus and in-service programs in public service training; research programs in the field of government and public affairs; advisory services for public officials and agencies; and citizen conferences and courses of current interest in government. In developing and carrying on such programs, use should be made of University departments and divisions.

(b) The administrative head of the Institute shall be a Director appointed biennially by the Board of Trustees on the recommendation of the President.

(c) An Executive Committee shall be elected by the staff of the Institute and shall advise the Director on the administration of his office, including the formulation of plans and the preparation of the budget. The Director shall be ex officio a member and chairman of the Executive Committee. In making a nomination for a Director the President shall consult with the Executive Committee. When meeting to recommend appointment of a Director, the senior member shall be chairman and the Director shall not be a member of the Committee.

(d) There shall be an Advisory Committee appointed by the President and composed of representatives of departments, schools, and colleges working closely with the Institute.

G. CREATION OF NEW UNITS

CREATION OF COLLEGES, SCHOOLS, DIVISIONS, AND INSTITUTES

Sec. 32. (a) *Colleges.* When deemed necessary for the administration

of new programs requiring a new grouping of departments and fields, new colleges may be created. A new college may be proposed by any one of the three Senates or by the President. After approval by a Senate and on the recommendation of the Senate Coordinating Council, the President shall submit the proposal for the creation of a new college, together with his recommendation, to the Board of Trustees for its action.

(b) *Schools*. Independently organized schools may be created in the same manner as colleges.

(c) *Institutes and General University Organizations*. For the development and operation of teaching, of research, of extension, and of service programs which are horizontal or intercollege in their scope and which can not be developed under existing administrative agencies, there may be created such institutes, councils, divisions, or other agencies as are warranted. The creation of such horizontal agencies shall be by the same procedure as for colleges.

IV. ACADEMIC AND ADMINISTRATIVE STAFFS

ALL UNIVERSITY POSITIONS ON MERIT BASIS

Sec. 33. The Board of Trustees stamps with its strongest disapproval any disposition to make patronage out of University appointments. Political, social, fraternal, and church influences are to be altogether ignored, and every appointment shall be made on a merit basis. The President and other officers of the University are to feel fully assured that the Board of Trustees will heartily support them in acting on this principle.

EMPLOYMENT OF RELATIVES

Sec. 34. (a) It is the general policy of the University not to employ on its academic or administrative staff a person who is related within the third degree by blood or marriage to any other person employed on either of these staffs.

(b) The President is authorized to make exceptions when in his judgment the interests of the University may be prejudicially affected by the application of such a policy. Exception shall not be made in any case, however, where one of the persons involved has authority and responsibility in the appointment or promotion of a relative within the third degree.

(c) Employment in many positions in the University is subject to the provisions of the act creating the University Civil Service System of Illinois. In these positions relation to another person in the employment of the University will not be a cause for refusal to employ, for discharge, or for demotion. However, no person having authority to select a Civil Service employee shall employ any person who is related to him in the degree set out in (a) above.

(d) The President shall have power to promulgate rules to make effective the policies set forth in this section.

APPOINTMENTS, RANKS, AND PROMOTION OF THE ACADEMIC STAFF

Sec. 35. (a) All appointments, reappointments, and promotions of the academic staff, as defined in Section 36 (a), and administrative staff shall be made by the Board of Trustees, on the recommendation of the President.

(b) Appointments shall be made solely on the basis of the special fitness of the individual for the work demanded in the position.

(c) The following academic ranks are recognized: professor, associate professor, assistant professor, instructor or research associate, and assistant. For the College of Medicine the rank of clinical associate is also recognized. Appropriate academic rank, with the rights and privileges pertaining thereto, may be accorded members of the administrative staff.

(d) Recommendation to positions on the academic staff shall ordinarily originate with the department, or, in groups not organized as departments, with the officers in charge of the work concerned, and shall be presented to the dean of the college for transmission with his recommendation to the President. Whenever the appointment or promotion of members of the academic staff is involved, the dean shall consult the chairman or the head of the department and the departmental executive committee, or, if the college has no departments, the executive committee of the college, before making his recommendation. If the appointment involves a person who may be expected to offer courses carrying graduate credit, the dean of the college shall consult the Dean of the Graduate College, who shall have the right to make an independent recommendation to the President.

(e) In determining appointments to, and salaries and promotion of the academic staff, special consideration shall be given to those of the following factors which are applicable: (1) teaching ability and performance, (2) research ability and achievement, and (3) general usefulness or promise thereof to the University.

PRINCIPLES GOVERNING EMPLOYMENT OF ACADEMIC AND ADMINISTRATIVE STAFFS

Sec. 36. The following principles shall govern the employment of the academic and administrative staffs of the University.

(a) The academic staff which conducts the educational program shall consist of the teaching, research, scientific, counseling, and extension staffs; deans and directors of colleges, schools, institutes, or divisions; editors, librarians, and such other members of the staff as are designated by the President.

(b) The members of the academic and administrative staffs shall be employed, and their salaries fixed, by the Board, except that members of the academic staff below the rank of assistant professor may be employed by the President of the University, who shall report such appointments to the Board.

(c) Minimum salaries for the various ranks shall be determined by the Board of Trustees. The minimum for eleven months' service shall be approximately two-ninths greater than the minimum for the academic year.

(d) The terms of the employment for all members of the academic and administrative staffs shall be stated explicitly in the contract of employment.

(e) The academic year shall consist of two semesters (at the Chicago Professional Colleges the academic year shall consist of three terms) beginning in September or October and ending in June, the exact dates to be determined in the University calendars.

SERVICES RENDERED THE UNIVERSITY

Sec. 37. (a) No person employed on a full-time basis on the instructional or administrative staffs of the University shall be assigned any other University work which does not naturally come within the scope of his duties, and for which additional compensation is to be paid, without the prior approval of the President.

(b) No person employed by the University shall have any interests incompatible with those of the University.

(c) Full-time employees shall not receive compensation for services with the University in excess of a normal schedule, except for a reasonable amount of instruction in the Division of University Extension or for the grading of special examinations (outside regular course work) stipulated by the University, all to be done during off-duty hours. Exceptions may be made to this rule in special cases which are approved by the dean of the college of which the employee is a member, provided that if such additional payments exceed a nominal amount, the advance approval of the President or of the Vice-President and Provost shall be secured. These exceptions shall be held to a minimum.

(d) The responsibilities to the University of full-time members of the academic staff are held to be fulfilled when a teaching load appropriate to the rank and program is carried, an appropriate amount of productive scholarly research, aid in a program of public service, and a reasonable share of committee assignments is performed. Such staff members may carry on some professional or business activities of an income-producing character, so long as such activities are compatible and not in conflict with University interests. The head of the department of which the employee is a member should know and approve of these activities outside the University.

TENURE OF ACADEMIC STAFF

Sec. 38. (a) Unless otherwise provided in these Statutes (and in the absence of some special written agreement approved by the President of the University with the consent of the appointee) the tenure for the various members of the academic staff shall be as stated herein, except that first appointments or temporary appointments may be made for shorter periods.

(1) An appointment as professor or associate professor shall be for an indefinite term.

(2) An appointment as assistant professor, or to the administrative staff, shall be for a period not longer than two years from September 1 of the first year of the legislative biennium.

(3) Appointments to lower ranks shall be for not more than one year.

(b) The appointment of any person for a definite term does not carry any guarantee or implication that the Board of Trustees will renew the appointment at its termination, even though the appointee may have discharged his duties satisfactorily. Any appointment, if accepted, must be accepted with this stipulation.

(c) Tenure may be terminated by (1) honorable retirement; (2) acceptance of resignation; (3) discharge for cause.

(d) Cause for discharge shall consist of conduct seriously prejudicial to the University through deliberate infraction of law or commonly accepted standards of morality, neglect of duty, inefficiency or incompetency. The enumeration of causes for discharge shall not be deemed exclusive, and the Board of Trustees reserves the power to discharge for other causes, but it is to be distinctly understood that this power will be exercised only under exceptional circumstances and then only for conduct which is clearly prejudicial to the best interests of the University.

(e) An appointee on definite tenure shall not be removed before the ex-

piration of his term of service, nor shall an appointee on indefinite tenure be removed, without in either instance first having been presented with a written statement of the charges against him, which shall be sufficiently specific reasonably to inform him of their nature and to enable him to present his defense thereto. Charges shall be preferred by the President, or on his authority, and shall be filed with the Secretary of the Board of Trustees. A copy of the charges shall be transmitted to the appointee either personally or shall be mailed to the appointee at his last known post-office address by registered mail within 15 days after they have been preferred. Within 15 days after such service of a copy of the charges, the appointee may file with the Secretary of the Board a written request for a hearing before the Board of Trustees. Notice of the time and place of the hearing, which shall be not less than 20 days after the date of the appointee's request, shall be served upon the appointee either personally or by registered mail. The date of the hearing shall be no less than 15 days from the date of the receipt of the notice of hearing by the appointee. The appointee shall have the right to appear at the hearing, with counsel, if he desires, to reply to the charges and to present evidence in his behalf. The Board shall not be bound by formal or technical rules of evidence in hearing and deciding the case. Prior to the preferment of charges, or while charges are pending, the appointee may be suspended by the President pending final decision of the Board upon the charges. In designating the effective date of dismissal or requested resignation, the Board shall give due consideration to the time reasonably required for the adjustment of the staff member's personal affairs.

(f) Any member of the faculty of the University, who claims that termination of his services would violate principles of academic freedom, shall have the right to a hearing before the Committee on Academic Freedom of the appropriate Senate prior to a hearing, if any, before the Board of Trustees. Such hearings shall be conducted in accordance with established rules of procedure. The Committee shall make findings of fact and recommendations to the President of the University. The several Committees may, from time to time, establish their own rules of procedure.

ACADEMIC FREEDOM

Sec. 39. (a) It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, discourse, teaching, research, and publication and to protect any member of the academic staff against influences, from within or without the University, which would restrict him in the exercise of these freedoms in his area of scholarly interest. The right to the protection of the University shall not, however, include any right to the services of the University's Legal Counsel or his assistants in any governmental or judicial proceedings in which the academic freedom of the staff member may be in issue.

(b) In his role as citizen, the faculty member has the same freedoms as other citizens, without institutional censorship or discipline, although he should be mindful that accuracy, forthrightness, and dignity befit his association with the University and his position as a man of learning.

(c) These freedoms do not include the right to advocate the overthrow of our constitutional form of government by force or violence.

(d) A staff member who believes that he does not enjoy the academic

freedom which it is the policy of the University to maintain and encourage, shall be entitled to a hearing, on his written request, before the Committee on Academic Freedom of the appropriate University Senate.

SABBATICAL LEAVES OF ABSENCE FOR MEMBERS OF THE FACULTY

Sec. 40. (a) On the recommendation of the head or chairman of a department, and with the approval of the dean, the President, and the Board of Trustees, a member of the faculty who has the rank of professor, associate professor, or assistant professor and who has served the University for at least six years on full-time appointment as an instructor or in higher rank since his original appointment or since the termination of his last leave on salary, may be granted a leave of absence for the purpose of study, research, or other pursuit, the object of which is to enable him to increase his professional efficiency and usefulness to the University for

(1) one year with pay equal to one-half of his annual salary; or

(2) one-half year at full salary rate, provided that the department in which the applicant is teaching or working undertakes, so far as is practicable, to carry on during his absence without increase in the departmental budget, such part of his work as the interests of the department and of the University require to be continued without interruption during the period in which he is absent.

(b) In cases where the interest of the department and the University would clearly be served thereby, leave may be granted for a half year at half pay, at the end of three years of consecutive service, provided that the granting of the leave does not involve expense to the University in excess of the portion of salary which is released in consequence of taking such leave.

(c) Service credit for leave of absence with pay is not cumulative. Each person who has been on leave of absence shall, on the termination of his leave, make a report through the usual official channels of communication to the President concerning the nature of the studies, research, or other work undertaken by him during the period in which he was absent.

(d) A member of the faculty to whom any such leave of absence has been granted shall agree to return to the University on the expiration of his leave and to remain in its service for at least one year thereafter; and the University, on its part, shall agree to retain him in its service for the period of one year after his return.

(e) Leaves of absence granted in accordance with the foregoing rules, with the privileges pertaining thereto, are given to members of the faculty primarily for the purpose of enabling them to acquire additional knowledge and competency in their respective fields. No one to whom a leave of absence with pay has been granted shall be permitted while on such leave to accept remunerative employment or engage in professional practice or work for which he receives pecuniary compensation. This prohibition, however, shall not be construed to forbid a faculty member while on leave from giving a limited number of lectures or doing a limited amount of other work. But in such cases the approval of the President to the giving of the lectures or the doing of other work shall be required. Nor shall the prohibition be interpreted to forbid the acceptance by a faculty member, while on leave, of a scholarship or fellowship carrying a stipend for purpose of study, research, or scientific investigation, or the acceptance of a grant of money made for such

purposes, provided the acceptance of the grant does not impose on the recipient duties and obligations the performance of which would be incompatible with the pursuit of the general purpose for which leaves of absence are granted.

(f) The President shall establish regulations and procedures necessary for the administration of these provisions.

GRADUATE WORK OF PROFESSORIAL STAFF MEMBERS

Sec. 41. No person shall be admitted to candidacy for an advanced degree who holds an appointment as professor, associate professor, or assistant professor in any department or division of the University. Any person engaged in graduate study who accepts an appointment with the rank of assistant professor or higher at the University will be dropped as a degree candidate at this University.

PRIVILEGES OF RETIRED MEMBERS OF THE ACADEMIC STAFF

Sec. 42. (a) If a retired staff member is provided with research assistance, he shall, at the end of each academic year, report to the President in at least general terms, on the work accomplished during the year. In no case may a research assistant be granted to a retired staff member for a longer period than one year at a time, and such assistant may be continued only if the annual report of work shows progress or promise.

(b) With the approval of the department head or chairman and of the Dean of the Graduate College and of the President, a retired faculty member may offer conferences with graduate students in his line of work, if he had offered graduate courses before his retirement.

(c) Retired faculty members who were members of a Senate prior to retirement continue as members of that Senate with full floor privileges.

(d) Retired faculty members may participate in meetings of their college or school faculties but shall have no vote.

DISMISSAL OF ADMINISTRATIVE OFFICERS

Sec. 43. (a) In the exercise of its authority to dismiss or request the resignation of University officers from their administrative positions, the Board of Trustees may take such action in respect to the Vice-President and Provost, or the Vice-President in Charge of the Chicago Professional Colleges, or a dean or a director, or any other administrative officer, prior to the expiration of the term for which he was appointed, only after presentation by the Board to the officer affected of a statement of the reasons, accompanied by the facts in support thereof, upon which the proposed action is based, together with notice, served by registered mail, of the time and place of the hearing thereon which shall be not less than 30 days after the date of notice. A copy of the statement and notice shall be sent by registered mail to each member of the Board of Trustees at least 20 days prior to the hearing.

(b) The officer shall have the right to appear at the hearing, with counsel if he desires, to comment on the reasons and to present evidence in his behalf. The Board shall not be bound by formal or technical rules of evidence and its decision shall be final.

(c) In designating the effective date of dismissal or requested resignation, the Board shall give due consideration to the time reasonably required for the adjustment of the officer's personal affairs.

V. OTHER ADMINISTRATIVE OFFICERS AND SERVICES

GENERAL FUNCTIONS

Sec. 44. The general functions of the administrative officers provided for in Sections 45-50 are those currently assigned to them. The duties and functions of these officers are further enumerated in *The General Rules Concerning University Organization and Procedure*. The titles of such officers and their functions may be altered by the Board of Trustees on recommendation of the President.

VICE-PRESIDENT AND COMPTROLLER

Sec. 45. The Vice-President and Comptroller shall be appointed annually by the Board of Trustees on the recommendation of the President. He shall be the general fiscal officer of the Board and shall approve for the Board all expenditures for which an appropriation has been made. The Vice-President and Comptroller shall also be the general business officer of the University and shall have supervision over all units of the Business Office of the University. He shall report to the President and perform such other functions as may be assigned to him by the Board or by the President.

LEGAL COUNSEL

Sec. 46. The Legal Counsel shall be appointed biennially by the Board of Trustees on the nomination of the President. He shall serve as legal adviser to the Board of Trustees, to the President, and to other administrative officers of the University. He shall represent the University and the Board of Trustees in all legal proceedings, unless otherwise provided.

DEAN OF ADMISSIONS AND RECORDS

Sec. 47. The Dean of Admissions and Records shall be appointed biennially by the Board of Trustees on the nomination of the President. He shall conduct general correspondence with prospective students, pass upon credentials of students entering the colleges and schools, supervise their entrance examinations, have charge of matriculation and registration, and be the official custodian of all academic records.

(b) The Dean of Admissions and Records shall assess tuition and fees and keep detailed records of all tuition and other fees of students and report them to the Vice-President and Comptroller for collection.

DEAN OF STUDENTS — DEAN OF MEN — DEAN OF WOMEN

Sec. 48. (a) The Board of Trustees, on the recommendation of the President, shall appoint biennially a University Dean of Students, who shall have general supervision over all extracurricular affairs of undergraduate students on the Urbana-Champaign campus and such other duties as the President may assign to him. He shall advise the President on undergraduate student welfare and extracurricular activities in all parts of the University. The Board of Trustees shall also appoint biennially, on the recommendations of the Dean of Students and the nomination of the President, a Dean of Men and a Dean of Women for the Urbana-Champaign campus, each of whom shall be under the supervision of the Dean of Students.

(b) Upon recommendation of the Vice-President in Charge of the Chicago Professional Colleges or of the Executive Dean of the Chicago Undergraduate Division, and on the nomination of the President, the Board

of Trustees may appoint biennially deans with appropriate titles and jurisdiction who shall have general supervision over extracurricular activities of students at the campus of such unit.

(c) The responsibility and authority of these officers are set forth in *The General Rules Concerning University Organization and Procedure*.

(d) There shall be established a Council of Deans of Students, composed of those officials on the three campuses, for the exchange of information in the field of student affairs. The chairman of that Council shall be the University Dean of Students.

DIRECTOR OF THE PHYSICAL PLANT

Sec. 49. The Director of the Physical Plant shall be appointed biennially by the Board of Trustees on the nomination of the President. His responsibilities include the operation and maintenance of and capital additions to the physical plant at Urbana-Champaign (excluding the Airport, Robert Allerton Park, the experimental farms, and properties maintained by the Athletic Association), at the Chicago Professional Colleges, and at the Chicago Undergraduate Division.

DIRECTOR OF PUBLIC INFORMATION

Sec. 50. (a) The Director of Public Information shall be appointed biennially by the Board of Trustees on the nomination of the President and shall be under the direct supervision of the President.

(b) He shall advise with the President on all University matters in which the public is interested; assist in interpreting University policies and activities through publications, press, radio, television, and any other available channels; and perform such other duties as may be assigned to him by the President.

DIRECTOR OF NONACADEMIC PERSONNEL

Sec. 51. The Director of Nonacademic Personnel shall be appointed biennially by the Board of Trustees on the nomination of the President. He is responsible, under the executive authority of the President, for the administration of policy and rules relating to compensation and working conditions of nonacademic employees (as approved and adopted by the Board of Trustees) and for the performance of other duties assigned to him by the President.

DIRECTOR OF HEALTH SERVICES

Sec. 52. (a) The Board of Trustees, on the recommendation of the President, shall appoint biennially a Director of Health Services, who shall have general supervision at the Urbana-Champaign campus and at the Chicago Undergraduate Division of the health functions delegated to him, as set forth in *The General Rules Concerning University Organization and Procedure*.

(b) The Board of Trustees, on the recommendation of the Vice-President in Charge of the Chicago Professional Colleges and on the nomination of the President, shall also appoint biennially, a Director of the Health Service at the Chicago Professional Colleges.

(c) On the recommendation of the Director of Health Services appointed under Paragraph (a), in consultation with the Executive Dean of the Chicago Undergraduate Division and on the nomination of the President, the

Board of Trustees shall appoint biennially a Director of the Health Service, who shall, under the supervision of the Director of Health Services, administer the health service at the Chicago Undergraduate Division.

(d) The Director of the Health Service at the Chicago Undergraduate Division shall be responsible to the Executive Dean of the Division for the teaching of any courses offered by the staff of the Health Service.

STUDENT COUNSELING SERVICE

Sec. 53. (a) A Student Counseling Service is established at Urbana-Champaign and at the Chicago Undergraduate Division, respectively. A similar service may be established at the Chicago Professional Colleges.

(b) The Student Counseling Service shall have general responsibility for providing general and psychological service to students, or in behalf of students, as set forth in *The General Rules Concerning University Organization and Procedure*.

(c) The Directors of the respective Student Counseling Services shall be appointed biennially by the Board of Trustees on the nomination of the President and on the recommendation, respectively, of the Vice-President and Provost, the Executive Dean, and the Vice-President in Charge.

VI. RESEARCH AND PUBLICATION

SPONSORED RESEARCH, GIFTS, AND GRANTS

Sec. 54. (a) It is the policy of the University to encourage research on the part of all persons and groups within the several faculties. Such encouragement includes the endorsement and support of acceptable proposals for outside contracts or grants.

(b) Such outside support must be integrated with the regular educational and research functions of the University. The acceptance of contracts or grants involves substantial indirect costs, Physical Plant operating costs, and the use of departmental, college, and general University facilities. Funds to meet these indirect costs must be provided either by the sponsors or by tax funds. In the latter case, because such activities come into direct competition for funds with other interests within the University, careful consideration shall be given the acceptance of such contracts.

(c) Rules governing the acceptance of contracts for research, of gifts, and of grants, are contained in *The General Rules Concerning University Organization and Procedure*.

PATENTS ON INVENTIONS

Sec. 55. The principle is recognized that the results of experimental work carried on by or under the direction of the members of the staff of the University, and having the expense thereof paid from University funds or from funds under the control of the University, belong to the University and should be used and controlled in ways to produce the greatest benefit to the University and to the public.

Any member of the staff of the University who has made an invention as the direct result of his regular duties on University time and at University expense, may be required to patent his invention, and to assign the patent to the University, the expenses connected therewith to be borne by the University.

The above shall not be construed to include questions of ownership in

copyrights on books, or inventions made by members of the staff outside of their regular duties and at their own expense.

The rules and regulations regarding patents and the procedures to be followed are contained in *The General Rules Concerning University Organization and Procedure*.

SCIENTIFIC AND SCHOLARLY PUBLICATIONS

Sec. 56. It is the policy of the University to foster the publication of scientific and scholarly periodicals which are edited, published, and subsidized by the University. Rules governing the sponsoring of such periodicals are contained in *The General Rules Concerning University Organization and Procedure*.

VII. GENERAL PROVISIONS

EXCHANGE PROFESSORS

Sec. 57. On the recommendation of the head or the chairman of a department and with the approval of the dean, the President, and the Board of Trustees, a professor, associate professor, or assistant professor may be permitted, for a period of one year or one semester, to exchange his position with a professor of approximately equal rank in another university, provided the arrangement does not involve substantial increase in the cost of instruction. The professor with whom the exchange is made shall, during his period of service in this University, be subject to the rules governing appointments and conditions of service applicable to regular members of the faculty.

UNIVERSITY LECTURERS

Sec. 58. Scholars of eminence from other universities and persons who have achieved distinction in their professions may be invited from time to time to give one or more public lectures at the University. The fund for this purpose shall be administered by a committee consisting of the Dean of the Graduate College, the Vice-President and Provost, and one member named by the President.

PRIVILEGES FOR SCHOLARS FROM OTHER UNIVERSITIES

Sec. 59. The President of the University may extend the privilege of working, without charge, in the various laboratories or libraries of the University to members of the faculties of other colleges or universities, provided that they are recognized as authorities in their respective fields and come to the University with written credentials from the faculties of their institutions, or from their governments, asking that they be received as guests.

ANNUAL REPORTS

Sec. 60. On or before the first day of September in each year, each dean and director, and each head of a general University department, shall make to the President an annual report in which he shall treat fully the work of his college, school, institute, division, or department. Any of these University officers may make reports or advance suggestions at any time and shall report to the President whenever requested to do so.

TRANSMISSION OF REPORTS AND COMMUNICATIONS

Sec. 61. (a) Any member of the faculty shall report, on request, to his

superior officers. All communications, whether made pursuant to request or voluntarily offered, shall be transmitted, unless otherwise specifically directed, through and by all intermediary officers, to the end that they may have knowledge thereof and an opportunity to comment thereon.

(b) All communications from members of the staff to be presented to the Board of Trustees for action shall first be presented in duplicate to the President, in accordance with paragraph (a) above, for his examination and recommendation, and for such suggestions as he may deem proper.

RULES OF PROCEDURE

Sec. 62. The usual rules of parliamentary procedure shall govern all deliberative bodies of the University.

RECOMMENDATIONS OF COMMITTEES AND COUNCILS

Sec. 63. Whenever these Statutes provide for the advice or recommendation of a committee or council as a basis for, or aid to, officer or agency decision, the advice or recommendation shall be secured only through a meeting of the committee or council duly convened in group session.

RESERVATION OF POWERS

Sec. 64. The Board of Trustees is charged by law with full responsibility for administering the University. Although the Board may properly delegate authority to its duly designated officers and agencies, as indeed it has done since the establishment of the University in practical recognition of its own limitations to determine and resolve, in the first instance, complex and continuing problems of internal organization and educational policy, it can not divest itself of the ultimate responsibility, imposed upon it by law, of governance of the University. Accordingly, the Board expressly reserves to itself the power to act on its own initiative in all matters affecting the University, notwithstanding that such action may be in conflict or may not be in conformance with the provisions of these Statutes. However, the Board will not so act upon its own initiative in any case in which Senate participation and recommendation is provided for by these Statutes until it has first sought the advice and recommendation of the appropriate Senate, or Senates, and the President.

VIII. AMENDMENTS

AMENDMENTS

Sec. 65. Each of the Senates, by vote of a majority of all members present and voting at any regular or special meeting, may propose amendments to these Statutes. Any proposal to amend the Statutes shall, after introduction in any Senate, be deferred until the next meeting of that Senate and the text of the proposed amendment shall be sent by the Secretary of the Senate to the officers of the other two Senates. Any proposed amendment shall be referred to the Senate Coordinating Council for its consideration and for transmission to the other Senates for action. If the three Senates agree, the amendment shall be presented to the President for transmission to the Board of Trustees. If the Senates do not concur in the proposed amendment, the Coordinating Council shall endeavor to promote agreement of the three Senates; where agreement is not effected, the Council shall transmit its recom-

mendations to the President for submission to the Board of Trustees. Any Senate objecting to a proposed amendment may record its objections by forwarding them to the Board of Trustees, through the President. An amendment shall become effective when approved by the Board or at such later time as the Board may specify.

Amendments to the Statutes may also be proposed by the Board of Trustees, but no such proposal shall be adopted by the Board without seeking the advice of the Senates.

**THE GENERAL RULES CONCERNING UNIVERSITY
ORGANIZATION AND PROCEDURE**

Effective January 1, 1958

PREAMBLE

The General Rules Concerning University Organization and Procedure are supplementary to the University Statutes, which became effective on September 1, 1957.

In adopting initially *The General Rules Concerning University Organization and Procedure*, the Board of Trustees is acting on the advice of the University Senates. In making changes in and adopting amendments to *The General Rules Concerning University Organization and Procedure*, the Board of Trustees will act on the advice of the President of the University alone.

I. ADMINISTRATIVE OFFICES

OFFICE OF THE VICE-PRESIDENT AND PROVOST

Sec. 1. The Vice-President and Provost, being the chief academic officer under the President, has general supervision over all educational units of the University. He also has supervision over all University bureaus and units serving academic departments. The Bureau of Institutional Research, the Student Counseling Service at the Urbana-Champaign campus, the Central Office on the Use of Space, and the Statistical Service Unit are divisions of the Office of the Vice-President and Provost.

BUREAU OF INSTITUTIONAL RESEARCH

Sec. 2. The Bureau of Institutional Research, serving as a fact-finding agency for the University, shall study the academic loads and their budgetary implications. It shall make such reports as are asked by the President, the Vice-President and Provost, or the Vice-President and Comptroller.

The Director of the Bureau shall be appointed by the Board of Trustees on nomination by the President and on recommendation of the Vice-President and Provost.

STUDENT COUNSELING SERVICES

Sec. 3. The Student Counseling Services shall conduct programs of professional psychological services to students, and in behalf of students, regarding their vocational, educational, and emotional or personality problems. They shall serve as consulting and referral agencies for other University administrative officers and staff members concerned with students' academic and personal problems. They shall provide diagnostic tests and perform the other functions commonly associated with psychological counseling.

The Directors of the Student Counseling Services shall be appointed by the Board of Trustees on nomination by the President and on recommendation of the Vice-President and Provost.

STATISTICAL SERVICE UNIT

Sec. 4. The Statistical Service Unit shall supervise, operate, and maintain data-processing equipment for the benefit of the University. The primary responsibility of this Unit shall be to serve the Business Office, the Office of the Dean of Admissions and Records, and the Bureau of Institutional Research. When possible, it shall serve other operational units within the University and shall provide facilities and technical assistance in the prosecution of various University research projects.

On recommendation of the Vice-President and Provost, and on nomination of the President, the Board of Trustees shall appoint the Director of the Statistical Service Unit.

DEAN OF STUDENTS — DEAN OF MEN — DEAN OF WOMEN

Sec. 5. (a) The University Dean of Students is the administrative officer responsible for supervision of extracurricular affairs and activities of undergraduate students on the Urbana-Champaign campus. In supervising such activities, the University Dean of Students shall have the advice of the Senate Committee on Student Affairs.

(b) The following officers and agencies are directly responsible to the University Dean of Students:

(1) The Dean of Men and the Dean of Women at the Urbana-Champaign campus, who are appointed biennially by the Board of Trustees on recommendation of the Dean of Students and on nomination of the President.

Associate or assistant deans may be appointed whenever, in the judgment of the President and on recommendation of the Dean of Students, the welfare of certain groups of students may require special advisory or other services.

The Dean of Men and the Dean of Women are general advisers for men and women students respectively. Their duties are advisory and not regulative. The functions they perform include personnel work, vocational advising, and guidance in problems involving general and campus adjustments. They are empowered to summon students for consultation and advice. They shall be ex officio members of the Committee on Freshman Week.

(2) The Director of Housing, insofar as it is his responsibility to inspect living quarters of students in Urbana-Champaign, to provide listings of available off-campus housing, and to promote safety, health, and good living conditions; and with respect to the social, educational, and cultural programs carried on in the residence halls.

(3) The Director of the Illini Union, with respect to the cultural, social, and educational undergraduate programs of the Illini Union Board and with respect to other undergraduate student activities conducted in the Illini Union Building.

(4) The Supervisor of Insurance, with respect to the medical and hospital insurance program for students.

(5) The University Security Officer, insofar as his duties pertain to undergraduate students.

(6) The Assistant Dean for Foreign Students.

(7) The Student Employment Director.

(8) The University Coordinating Placement Offices at the Urbana-Champaign campus and the Illini Center, Chicago, with respect to general administrative supervision, but operating under policies and specific procedures adopted by the Placement Coordinating Council.

(9) All boards administering extracurricular activities of undergraduate students at Urbana-Champaign.

(c) The University Dean of Students participates in the granting of student loans and the awarding of undergraduate scholarships, at the Urbana-Champaign campus.

(d) The University Dean of Students has administrative responsibility for Freshman Week, under policies adopted by the Committee on Freshman Week.

(e) The University Dean of Students shall advise students seeking appeals from decisions of the Subcommittee on Discipline to the Urbana-

Champaign Senate Committee on Discipline, in accordance with policies adopted by the Senate Committee.

PHOTOGRAPHY AND BLUEPRINTING DEPARTMENT

~~Sec. 6. The Photography and Blueprinting Department is a service unit providing University departments with original photography, both still and movie, photographic printing, blue printing and black line work, color transparencies, lantern slides, microfilms, and movie laboratory productions.~~

~~The Department is under the supervision of the Director of Public Information.~~

OFFICE OF NONACADEMIC PERSONNEL

Sec. 7. The Director of Nonacademic Personnel is responsible, under the executive authority of the President, for the administration of policy and rules relating to compensation and working conditions of nonacademic employees as adopted by the Board of Trustees and the Merit Board of the University Civil Service System of Illinois, and for the performance of such other duties as may be assigned to him by the President. The policies and rules are published separately under the title *Policy and Rules Relating to Compensation and Working Conditions of Nonacademic Employees*.

PHYSICAL PLANT DEPARTMENT

Sec. 8. The Director of the Physical Plant shall be responsible for the following functions, subject to the approval of the President:

(a) The operation and maintenance of the physical plant at Urbana-Champaign — excluding the Airport, Robert Allerton Park, and properties maintained by the Athletic Association and the College of Agriculture — and at Chicago, including:

- (1) Building maintenance.
- (2) Grounds maintenance.
- (3) Operation, security, and repair of University motor vehicles, including operation of the University car pool.
- (4) Operation and maintenance of power and heating plants.
- (5) Operation and maintenance of utility and distribution systems.
- (6) Operation and maintenance of the University Water Station.
- (7) Janitor service.
- (8) Fire protection.
- (9) Police and watch service.
- (10) General supervision of public functions.
- (11) Physical Plant Storeroom.
- (12) General University telephone system.
- (13) Operation of the laundry at the Chicago Professional Colleges.
- (14) University mail service.
- (15) Classroom projection services, except at the Chicago Professional Colleges.
- (16) Job order service.

(b) Capital additions, replacements, and alterations to University buildings and grounds at Urbana-Champaign and Chicago, including design, preparation of drawings and specifications, solicitation and receipt of bids, preparation of agreements and other building construction, remodeling, and altering contract documents, and supervision of construction.

(c) Distribution and recording of all keys to University buildings at Urbana-Champaign and Chicago.

(d) Use of buildings:

(1) Assignment of space, subject to the approval of the Vice-President and Provost, for Urbana-Champaign; the Vice-President in Charge, for the Chicago Professional Colleges; the Executive Dean, for the Chicago Undergraduate Division; and the University Building Program Committee.

(2) Use of rooms by organizations.

(e) Operation and maintenance of the following at Urbana-Champaign and Chicago, exclusive of educational, social, and recreational programs connected therewith:

(1) Illini Union and auxiliary facilities, Urbana-Champaign.

(2) Illini Union and the Snack Bar in the Research and Educational Hospitals, Chicago Professional Colleges.

(3) Food service facilities, Chicago Undergraduate Division.

(4) University-operated housing facilities for single students, married students, faculty, and staff.

(f) Operating and cost accounting records required for the above functions, subject to the approval of form by the Comptroller.

The Director of the Physical Plant Department may call upon the scientific and technical staff of the University for advice.

UNIVERSITY HEALTH SERVICES

Sec. 9. (a) The Director of University Health Services shall apply the established methods of preventive medicine and sanitation to campus life in order to promote the general health and physical welfare of students, faculty, and staff. He shall have authority to inspect University premises as may be necessary in the performance of his duties.

(b) He shall report to the President any conditions which constitute a menace to the health and well-being of students, faculty members, and employees, and with the approval of the President he shall take whatever steps may be necessary to remove such menace.

(c) The University Health Service (Urbana-Champaign campus) and the McKinley Hospital shall be directly under the administration of the Director of Health Services.

(d) All new students entering the University are required at the beginning of their first semester to receive a physical examination in a form prescribed by the Director of Health Services at the appropriate University campus.

UNIVERSITY PRESS

Sec. 10. (a) The Director of the University Press shall have general charge of the work of editing, designing, printing, and distributing the publications of the University and he shall perform such other functions as the President may direct.

(b) In practice, the Press shall read and check copy prepared by departments and, when it seems desirable, recommend additions, deletions, or modifications to make the publication more effective, to reduce the cost, or to meet the limitations or take advantage of the printing process to be used. The Press normally shall not write or rewrite entire publications, but shall indicate to department authors the need for such rewriting when it exists.

(c) By mutual agreement between the Press and a college, school, or institute, responsibility for editing and distributing publications of a particular division of the University may be delegated to an editor (and assistants if needed) on the staff of that division.

(d) Establishment by any division of the University of a journal to be offered for sale to the general public shall require prior approval by the University Press Board. Such approval shall not be required, however, for periodicals whose aim is to report the activities and findings of research and service divisions established for the purpose of disseminating such information (e.g., Agricultural Experiment Station and Extension Service, Engineering Experiment Station, Institute of Labor and Industrial Relations, Bureau of Business Management, etc.).

(e) The Director of the Press shall be responsible for the administration of contracts with authors. Such contracts shall define the rights and obligations of the author and of the Press, and shall state the basis on which royalty payments are to be made to the author and the basis on which receipts from the sale of secondary rights — reprints, foreign translations, serial, dramatic, motion pictures, radio, television — are to be divided between the Press and the author. A copy of the printed agreement in use by the Press shall be made available upon request.

BUSINESS OFFICE

Sec. 11. (a) The Vice-President and Comptroller shall report to the President and perform the following and such other functions as may be assigned to him by the Board of Trustees or the President:

(1) Be the general fiscal officer of the Board. He shall approve for the Board all expenditures for which a general or specific appropriation has been made by the Board.

(2) Assist the Finance Committee of the Board in matters pertaining to the handling of funds and investments.

(3) Report to the Board quarterly the financial condition and operations of the University, and at such times and on such other matters as it may direct.

(4) Devise and install suitable systems of accounting and business procedure.

(5) Designate the place and manner in which financial records shall be maintained.

(6) Be the general business officer of this University and be responsible for those offices comprising the Business Office of the University and located on all campuses of the University, whose delegated responsibilities are as described below:

a) The Auditor's responsibilities extend to all University locations. He shall:

i) Verify by audit the transactions and records of all officers and employees responsible for the receipt or expenditure of money, for the keeping of accounts, or for the custody of property.

ii) Review accounting systems and business procedures, test the effectiveness of the system of internal control, and assist in the installation of new procedures.

iii) Audit or cause to be audited the accounts of all organizations required to submit financial reports to the University.

b) The Bursar (or the Business Manager of the Chicago Professional Colleges and the Chicago Undergraduate Division) shall:

i) Collect all accounts due the University and deposit the funds as required by law and the regulations of the Board of Trustees; this shall include the negotiation and supervision of contracts or other financial arrangements to accomplish such collections.

ii) Make payments for personal services performed by University staff and prepare and maintain payroll records.

iii) Act as certifying officer to the University Retirement System.

iv) Maintain detailed accounts receivable records.

v) Administer fiscal procedures of student loan funds.

vi) Administer fiscal operations of educational and student aid activities financed by outside agencies and individuals.

vii) Handle investments under instructions of the Finance Committee of the Board and the Comptroller.

c) The Chief Accountant shall maintain the general financial records of the University. He (or the Division Chief Accountant at branch locations) shall also:

i) See that all claims against the University are properly verified and approved for payment.

ii) Prepare all warrants on the Treasurer and vouchers against state appropriations.

d) The Director of Purchases (or the Purchasing Agents at branch locations) shall:

i) Negotiate and issue orders for the purchase of articles and materials required by all University departments, except when the Board assigns this authority to some other person or committee, and it shall be his responsibility to purchase suitable articles and materials at proper prices, complying with regulations of the Board and laws governing conduct of University business.

ii) Advise members of the departments as to availability and cost of commodities and services. Purchases of equipment and materials for the Physical Plant Department shall be made in accordance with the recommendations of the Director of the Physical Plant.

iii) Have supervision over general storerooms, except as otherwise provided.

e) The Business Manager in Chicago shall:

i) Act as the Vice-President and Comptroller's representative in business and financial matters at the Chicago Professional Colleges and the Chicago Undergraduate Division.

ii) Have supervision over the various departments of the Business Office on the Chicago campuses.

(b) Purchases shall be made in accordance with applicable state statutes on the basis of competitive prices or bidding, quality, suitability, and service considered. Purchases amounting to \$2,500 or more shall be submitted to the Board of Trustees or to its Executive Committee, unless, in the opinion of the President of the University, necessity requires immediate action, in which case the President shall act and report promptly to the Board. This provision shall not apply to the purchase of food products, grain, livestock, or to any other commodities which the Board from time to time may exempt.

(1) No purchases of materials or equipment shall be made from an

employee of the University or from a concern of which an employee is a sole or principal owner or a corporation of which an employee is a major officer, except when the purchase is approved by authority of the President.

(2) In purchasing or contracting for competitive items, so far as it is practicable or required by law, sealed bids or quotations shall be secured, the announcements and advertisements to indicate the time and place when the bids will be opened. All bids shall be publicly opened in the presence of at least one member or officer of the Board of Trustees, or a designated representative.

(c) The Vice-President and Comptroller may at his discretion receive any remittance to be used to meet the expenses of a student. Expenditure of such funds shall be by voucher approved by the Dean of Men or the Dean of Women, as applicable, and the Vice-President and Comptroller.

This does not authorize the keeping of personal deposit accounts for students but is to permit the acceptance of funds sent for student aid to be disbursed in accordance with the instructions of the donor.

(d) No department shall receive any monies unless authorized by the Vice-President and Comptroller to do so. All monies shall be accounted for and paid over to the Bursar in such manner as the Vice-President and Comptroller shall direct.

(e) No obligation shall be entered into except on authority of the Board and after a general or specific appropriation has been made by the Board therefor, as evidenced by its records, and after having been approved by the Vice-President and Comptroller. All appropriations shall lapse at the end of the fiscal year, June 30, unless otherwise especially ordered.

(f) The fiscal year of the University shall begin with the first day of July of each year and end on the thirtieth day of June next succeeding.

(g) The Vice-President and Comptroller is authorized to establish and administer petty cash funds where necessary for the prompt and efficient handling of University business, providing that no single fund of more than \$1,000 may be established without specific action of the Board of Trustees. The Board shall designate the banks in which petty cash funds in excess of \$1,000 may be deposited.

(h) All employees shall be bonded in adequate amount and form, to be determined by the Board and the expense to be paid by the University.

(i) The Vice-President and Comptroller is permitted at his discretion to act as treasurer of student and other organizations affiliated with the University, but in so doing shall not act on behalf of the University or as a University officer or employee and shall not thereby create any liability on the part of the Board of Trustees of the University of Illinois. In all cases, the accounts of these organizations shall be kept separate from the University accounts and the funds of such organizations shall be kept apart from University funds.

II. BUSINESS PROCEDURES

STUDENT LOAN FUNDS

Sec. 12. (a) Student loan funds are for the purpose of providing financial assistance to students enrolled in the University, including internes and residents. Ordinarily such funds are received by gift and the donor may

specify conditions under which loans may be granted, although the Board of Trustees may transfer funds from other sources to be used for this purpose.

(b) The President is authorized to accept offers of gifts of loan funds which, when received, shall be reported to the Board of Trustees. Offers shall not be accepted where the terms require that loans be made on the basis of race or religious affiliation.

(c) The Finance Committee of the Board of Trustees shall determine from time to time the general policies to be followed in the granting of loans.

In general, the following types of loans shall be made:

(1) *Short Term.* These loans are made to students to meet temporary financial problems, and are to be repaid during the same academic session in which they are made. They are limited to relatively small amounts and ordinarily do not require security. The applications must be approved by the Dean of Students and the Vice-President and Comptroller, or their designees.

(2) *Long Term.* These loans are made to provide material assistance to the student during his attendance at the University, and are generally expected to be repaid from earnings after he leaves the University.

Each application must be approved by the dean or director of the college or school in which the student is enrolled, the Dean of Students, and the Vice-President and Comptroller, or their designees. Security, by means of the signature of a financially qualified cosigner on the note or by satisfactory collateral, is required unless otherwise provided in the deed of gift or waived in meritorious cases.

The Bursar shall, upon approval of the application, determine the fund from which the loan shall be made and shall make the loan on the receipt of a promissory note in the form approved by the Legal Counsel. The Bursar shall make collections on all notes and the interest thereon and, when necessary, may institute proceedings to enforce collection by referring delinquent notes to the Legal Counsel or to agencies outside the University.

(d) Income on the student loan funds may be reserved to defray expenses incidental to the administration of such funds, when not prohibited by the terms of the gift. After providing for such expenses, any balance shall be added to the principal of the funds.

(e) If at any time student loan funds are not needed for student loan purposes, they may, upon approval of the Finance Committee, be invested temporarily in prime interest bearing securities.

GIFTS AND GRANTS

Sec. 13. (a) *Gifts and Grants.* They may be accepted from persons, corporations, or agencies outside the University under conditions specified in this section. Staff members may conduct preliminary negotiations with prospective grantors or contractors with the prior knowledge and approval of the department head or other appropriate administrative officer, but are not authorized to bind the University to accept a gift or grant.

(b) *Scholarships and Fellowships.* These are gratuitous payments to students to provide financial assistance during the period of their training. There are two kinds of scholarships: (1) aid to undergraduate students and (2) aid to graduate students, limited to tuition and fees. Fellowships are defined as awards involving cash stipends for students in the Graduate College. In certain exceptional cases, postdoctoral fellowships may be granted. Fellow-

ships are intended to assist the student while he pursues his educational objective; they are not awarded for carrying on specific research, and no services shall be required of a fellow by the University.

The President is authorized to accept funds for scholarships and fellowships. He generally delegates the authority for accepting scholarships to the Special Committee on Undergraduate Scholarships and authority to accept fellowships to the Dean of the Graduate College. At the Chicago Professional Colleges, the Associate Dean shall act in this capacity for the Dean of the Graduate College.

Funds for scholarships and fellowships shall not be accepted where the terms require that they be awarded on the basis of race or religious affiliation.

When funds are received from a donor for fellowships or scholarships, neither the University nor the student recipients shall be obligated to the donor in any way, except to see that established academic requirements are met. The recipient of a scholarship or fellowship shall be chosen by appropriate University agencies, in accordance with established criteria based upon scholastic attainment and financial need.

The Vice-President and Comptroller may receive and disburse funds for a donor who wishes to designate the recipient of a grant for financial assistance. In this event, the University acts only as the agent for the donor; the funds thus received are not University funds; and the grant thus administered, although perhaps designated as a scholarship or fellowship by the donor, has no official University status.

(c) *Endowment Gifts*. The conditions of the gift as stated by the donor ordinarily specify the use to which the income shall be put, although the decision may be delegated to the Board of Trustees. Gifts may be received and accepted with the condition that the principal sum thereof may be either held intact or expended upon authorization of the Board of Trustees, or the University may transfer other funds to the endowment to be invested and only the income expended. Such funds are designated as "Funds Temporarily Functioning as Endowment."

The terms of an offer of a gift to create an endowment shall be reviewed by the department concerned, the Legal Counsel, and the Business Office. The President may accept offers of endowment funds, reporting the gift, when received, to the Board of Trustees. No endowment fund money may be accepted if it is restricted as to use on racial or religious grounds.

(d) *Non-monetary Gifts*. Every offer of a non-monetary gift shall be reported by the department involved to the President, who is authorized to accept it on behalf of, and report it to, the Board of Trustees.

No object of art shall be accepted until its artistic quality has been determined.

Loans of property (non-monetary) are accepted subject to the condition that the University will take all reasonable care of the property but it will not be responsible for loss or damage thereto, unless otherwise agreed to in writing.

Routine loans of equipment may be accounted for and administered by the department involved, without reference to the President. However, receipt of equipment which could result in questions of University policy should be referred through established administrative channels.

RESEARCH GIFTS, GRANTS, AND CONTRACTS

Sec. 14. (a) Research conducted under the auspices of the University may be supported in whole or in part through funds provided by outside donors in the form of research gifts, grants, or contracts. Such arrangements must be approved, before acceptance, by the President or his delegate. Staff members may conduct preliminary negotiations with prospective grantors or contractors with the prior knowledge and approval of the department head or other appropriate administrative officer and the dean or director, if required by college policy, but have no authority to bind the University to enter into a contract. Such research programs shall be controlled and directed by the University and shall be conducted within the appropriate department by members of the University staff. The administrative coordination of such programs shall be under the Agricultural Experiment Station for departments in the College of Agriculture, the Engineering Experiment Station for departments in the College of Engineering, and the University Research Board for all other departments.

(b) Contracts for research shall specify that the results of scientific research conducted by the University, including patentable discoveries, are the property of the University, to be used for the benefit of the University and the public, but if such patentable discoveries have commercial value, the sponsoring agency may receive preferential consideration in the administration of the patent.

(c) The University shall not enter into an agreement with a sponsoring agency which will give it permanently the exclusive benefits of the results of such investigation or research, except under certain contracts with agencies of the United States Government, when such exceptions are in the national interest. The original records of any investigation shall be held by the University, but reports or copies of such records may be furnished to the sponsoring agency. The University shall have the exclusive right to publish, at its discretion, the results of scientific investigation and research, unless provided otherwise in contracts with agencies of the United States Government or state of Illinois. No account of a cooperative research project or reprints of scientific articles resulting from the investigation shall be published by the sponsor or by any other agency, except with the consent of the University. The sponsoring agency shall not use the name of the University in any advertisement, whether with reference to a cooperative investigation or otherwise, without the prior approval of the President of the University.

(d) If conditions imposed by the sponsoring agency require the waiver of established University policies, such as those concerned with full reimbursement for indirect costs, rights of publication, or ownership of potentially patentable inventions or developments, such conditions may be accepted by the University, if required by federal law or the established policies of the sponsor, when the sponsoring agency is governmental or non-profit in character; and if the action of the University in waiving such policies is determined to be clearly in the public interest by the committee specified in paragraph (f) following. Other than the exceptions indicated above, all gifts, grants, and contracts shall be accepted under conditions imposed by relevant University statutes and rules.

(e) The University shall generally accept funds for research from spon-

sors outside the University by an outright gift, a grant, or a written and bilaterally executed contract.

(1) *Gifts.* Gifts for research, which are limited in amount, may be arranged by informal negotiations and correspondence between the sponsor and the staff member who will carry on the research, subject to acceptance as hereinafter provided. The Chairman of the University Research Board, or, at the Chicago Professional Colleges campus, the Vice-President in Charge, is delegated by the President to approve and accept such gifts for the University. Financial arrangements for gifts shall be reviewed and approved by the Business Office. Consideration of the indirect costs to the University accruing on account of the acceptance of gifts shall be made at the time of budgeting the funds to be received.

(2) *Grants.* Grants are ordinarily made to the University by foundations, associations, or other agencies which are governmental or non-profit in character. A grant is differentiated from a gift in that it usually carries certain conditions imposed by the sponsor. Applications for grants should be prepared by the staff member who will supervise the research, approved by the head or chairman of the department and the dean or director, if required by college policy, and presented to the Business Office for review and approval of financial details. Applications should be accompanied by a budget which shall give consideration to all direct and indirect costs involved. After approval by the Business Office, applications for grants shall be considered for approval by the Chairman of the University Research Board, or, at the Chicago Professional Colleges campus, by the Vice-President in Charge. Grants carrying conditions the legality of which may be subject to question shall also be referred to the Legal Counsel.

(3) *Research Contracts.* Contracts shall be used when required by the sponsoring agency or when it is desirable to set forth the specific conditions under which funds are to be received and administered. The University standard cooperative agreement contract form shall normally be used for projects with private sponsors. Contracts prepared by the sponsors may be used for projects with agencies of the United States Government, state governments, and in some cases private sponsors.

After informal negotiations with the sponsoring agency, the staff member who is to supervise the project shall prepare a proposal specifying in detail the research work to be carried on and the financial and other conditions. A budget shall be prepared which will provide for all direct costs of the project and the indirect costs to be reimbursed to the University. Such a proposal and accompanying budget shall be approved by the head or chairman of the department and the dean or director, if required by college policy, and submitted to the Business Office. After review and approval by the Business Office, it shall be submitted for approval to the Chairman of the University Research Board, or, at the Chicago Professional Colleges campus, to the Vice-President in Charge. It shall then be returned to the Business Office for submission to the sponsoring agency, such submission to constitute the formal offer of the University to carry on the research subject to the execution of a formal contract as hereinafter provided.

If the contract is with a private sponsor and the amount involved is relatively small, the University standard contract form may be completed by

the staff member and submitted, with accompanying budget, for University approval in accordance with procedures stated above. The proposal shall not be required under such conditions.

Contracts prepared by sponsoring agencies shall be referred to the Business Office for examination as to financial terms and conformance with University policy.

After a proposed contract has been negotiated and received by the Business Office, it shall be approved by the department which is to conduct the investigation and the Legal Counsel, and signed by the Vice-President and Comptroller and attested to by the Secretary of the Board of Trustees, who may authorize responsible members of their staffs to execute contracts on their behalf.

(f) Gifts, grants, and contracts for research may provide for all or a part of the costs of a research project. When the funds from the sponsor are to cover all or substantially all of the costs, the following items should be considered in the preparation of the budget: Salaries and wages, employer's contribution to the University Retirement System, allowance for Workmen's Compensation and Occupational Disease liability, expendable supplies, equipment, travel expenses, other direct costs, and an allowance for indirect costs to the University. The amount budgeted for indirect costs in any proposed project shall be reviewed and approved by a committee composed of the Chairman of the University Research Board or his delegate, who in Chicago shall be the Vice-President in Charge, a representative of the appropriate research agency or department carrying on the project, and a representative of the Business Office. In determining the amount to be budgeted for indirect costs, the committee shall give consideration to the respective benefits which shall be received from the investigation by the sponsor, by the University, and the public. The expenditure of funds received as reimbursement for indirect costs of research or other University activities, as cost-of-education allowances, as general-support grants ("institutional grants," "general research-support grants," etc.), or as any other category of gift or grant not restricted as to use by the donor or by other regulations of the Board of Trustees, requires authorization by the Board of Trustees. This may be done in either of two ways: (1) approval as part of the University's annual budget for operations or that for capital improvements; (2) approval during the fiscal year as an addition to the annual budget for operations or to that for capital improvements.

providing for extension work or teaching services. Policies and procedures set forth in this section and in Section 13 shall apply to such grants and contracts, except that funds appropriated by the United States Government to the Agricultural Experiment Station or the Extension Service in Agriculture and Home Economics shall be administered by the College of Agriculture.

DRAFTING AND EXECUTION OF UNIVERSITY CONTRACTS

Sec. 15. (a) Contracts shall be drafted in tentative form by the University officer best acquainted with the subject matter thereof and in whose department lies the responsibility for performance, and approved by the Vice-President and Comptroller of the University, unless otherwise provided by the statutes of the University.

(b) All contracts prior to the execution thereof shall be approved as to legal form and validity by the Legal Counsel, such approval to be endorsed in writing on the contract, provided that such approval and endorsement shall not be required with respect to individual contracts or extensions or renewals thereof the form of which has been previously approved by the Legal Counsel and which contain no substantive changes or additions, other than those pertaining solely to the description of the project, the amount involved, and the term of the contract or extension.

All contracts shall be executed at least in duplicate, and the original thereof shall be filed with the Secretary of the Board of Trustees and remain in his custody. A report shall periodically be made to the Board of Trustees by the Business Office of all contracts executed on behalf of the University.

(c) Unless otherwise ordered by the Board of Trustees in specific cases, contracts to which the University is a party shall be signed by the Comptroller of the Board of Trustees and attested to by the Secretary of the Board of Trustees, to whom authority is delegated by the Board for such purposes, provided however, that:

(1) Contracts involving payments by the University in one fiscal year in excess of \$2,500 shall be specifically authorized by the Board of Trustees, except that when an emergency exists the President is authorized to act but must report his action to the Board of Trustees.

(2) Contracts involving major changes in University policy shall be approved specifically by the Board of Trustees.

(3) Funds shall have been appropriated by the Board of Trustees, either specifically or in a general appropriation for the operation of the University, for all contracts involving payments by the University, except those funds received from an agency outside the University and held by the University as a trustee or an agent.

(4) All contracts must bear the seal of the University, which shall be in the custody of the Secretary of the Board of Trustees and shall be affixed by him.

(5) Contracts for the purchase of fuel, stationery, and printing paper shall be reported to the Governor of the State of Illinois for approval, if required by the constitution or statutes of the state.

(6) The Comptroller and Secretary are authorized to delegate to responsible members of the staff of the University authority to execute and attest to contracts in the name of the Comptroller and the Secretary of the Board.

(d) Contracts for construction work shall be awarded on the basis of sealed bids obtained by the Physical Plant Department and opened in the presence of the Secretary and the Comptroller of the Board of Trustees, or their respective representatives.

(e) All bids received for a specific item or project may be rejected, without referral to the Board of Trustees, when they are considered to be excessive or unsatisfactory as follows:

(1) By the Director of Purchases (or Purchasing Agent at branch locations), when received as a result of requests for bids which he has issued.

(2) By the President, on buildings and construction, upon the recommendation of the Director of the Physical Plant and the Vice-President and Comptroller, *on items over \$25,000*, such rejections to be reported to the Board of Trustees.

(3) By the Vice-President and Comptroller, on buildings and construction, *on items under \$25,000*, such rejections to be reported to the Board of Trustees.

In the preparation of plans and estimates, the Director of the Physical Plant is authorized to secure information from vendors concerning materials and equipment and the prices of the same.

No employee of the University, or a concern of which an employee is sole or principal owner, or a corporation of which an employee is an officer, shall be eligible to bid on such construction work.

COMMERCIAL TESTS

Sec. 16. (a) Commercial tests or investigations for individuals, firms, institutions, or corporations may be undertaken by the University of Illinois when in the opinion of the head of the department in which the tests would be conducted and of the dean of the college it is desirable that the work be done. In general, such tests are justified when the results may be of scientific value or when the necessary facilities do not exist elsewhere or are not readily accessible. Such work shall be arranged by the head of the department with the members of his staff in accordance with the nature of their employment, as a part of their service to the University, unless such work is done at times when services are not required by the University. When necessary or desirable, special assistants may be employed to conduct a special test or investigation.

(b) A fee shall be assessed for each such test sufficient to cover all direct and indirect costs of service rendered or assistance obtained and the use of any and all facilities of the University in carrying out the test.

(c) In all cases where commercial testing is permitted to be undertaken by individual members of the faculty of the University on their own time and responsibility, it should be clearly understood by the agency requesting such tests that the tests are not to be considered as cooperative research investigations and that the University, as an institution, assumes no responsibility for the results obtained. Under these conditions, the results of these tests will be the sole property of the sponsor. The name of the University of Illinois shall not be used in publicity concerning the products tested, without its permission.

(d) The head of the department in which the tests are conducted shall keep a record of the terms of the agreement with the sponsor of the tests.

PATENTS ON INVENTIONS

Sec. 17. (a) Any discovery or invention (1) which is the result of research carried on by or under the direction of any employee of the University and having the costs thereof paid from University funds or from funds under the control of or administered by the University, or (2) which is made by any employee of the University as a direct result of his duties with the University, or (3) which has been developed in whole or in part by the utilization of University resources or facilities, belongs to the University and shall be used and controlled in ways to produce the greatest benefit to the University and to the public.

(b) Such discovery or invention must be submitted to the University Patent Committee for study as to disposition and recommendation to the President and Board of Trustees. The University Patent Committee, a subcommittee of the University Research Board, is appointed by the President to examine and study discoveries and inventions made by employees of the University in which the University may have an interest.

(c) The Board of Trustees may direct that such discovery or invention be:

(1) Released outright to the discoverer or inventor.

(2) Retained by the University in its own right or transferred to the University of Illinois Foundation for commercial development.

(3) Released to the individual or agency sponsoring the research under which the invention or discovery was made, if such action is required under the terms of the research contract with such agency or individual, or is required by law, or if the interests of the University and the public so indicate.

The discoverer or inventor may be required to apply for a patent and assign his interest therein. In unusual situations, when in the judgment of the Patent Committee immediate filing of an application for a patent is necessary to protect the interests of the University, the Committee may act to accomplish this prior to the report and recommendation to the Board of Trustees.

(d) In the event that income is received by the University or the University of Illinois Foundation from any patent assigned in accordance with the preceding paragraph, all costs of procuring and administering such patent shall first be paid from such income. A proper share of the remaining net income shall be paid to the inventor or discoverer. This share is to be determined solely by the Board of Trustees, after considering the recommendations of the President and the University Patent Committee.

(e) Contracts or grants from outside sponsors which carry the provision that the sponsoring agency may determine the disposition of patentable discoveries developed thereunder may be accepted by the University, when required by federal statute or the established policies of the sponsoring agency, and when that agency is governmental or non-profit in character, and when the action of the University in waiving its rights to such discoveries is determined to be clearly in the public interest by the committee specified in paragraph (f), Section 14.

Generally, if patentable discoveries result from research sponsored by an agency outside the University, preferential treatment in the use of any resulting patent may be accorded that agency.

(f) The foregoing stated patent policy shall not be construed to include

the ownership of copyrights, or of inventions or discoveries made by employees of the University entirely outside of their duties with the University and without the use of University facilities, resources, or financial support.

PROCEDURE ON PATENT MATTERS

Sec. 18. (a) A disclosure of any invention or discovery made by an employee of the University, or resulting from research carried on under the direction of an employee, in which the University may have an interest shall be submitted promptly by such discoverer to his supervisor or administrative officer. Such officer shall append thereto a statement setting forth his opinion concerning the scientific, technical, and economic merit of such discovery, the likelihood and desirability of obtaining a patent, and an estimate of the commercial possibilities of such a patent, and transmit such disclosure and opinion to the University Patent Committee.

(b) The University Patent Committee shall review related data and information and make recommendations concerning financial terms and problems concerned with the development and administration of such inventions and discoveries, and patents secured thereon. The Committee shall make recommendations to the President, with the concurrence of the Chairman of the University Research Board, concerning the disposition and the terms of administration of such inventions and discoveries. If he concurs, the President shall transmit such recommendations to the Board of Trustees for final action.

(c) The determination as to what portion of net income shall be paid to the inventor or discoverer, after the payment of costs of securing a patent and of development and administration, from a patent held by the University or transferred by it to the University of Illinois Foundation shall be studied by the University Patent Committee, which shall make a recommendation to the President. In most cases, the University contribution in use of facilities and resources will be significant and, therefore, the inventor will have little real claim to compensation over his regular University salary. In such cases, the University Patent Committee shall recommend that the proportion of net income assigned to the inventor should fall in the range of 10 to 15 per cent of net income. In unusual cases, in which the University contribution is obviously less, this percentage allocation to the inventor may go to 25 per cent and, in rare cases, the rate may be higher.

(d) No final decision shall be reached as to where title to a patent shall vest, nor shall there be transferred to any individual or agency the rights (including a share in the net income) in an invention or discovery in which the University has an interest, without the approval of the Board of Trustees.

COPYRIGHTS

Sec. 19. (a) The right to copyright a work or to assign this right to a publisher normally belongs to the author of the work. However, when the author is specifically commissioned by the University or one of its departments to prepare a manuscript or report, the manuscript and all rights to it shall belong to the University.

(b) Research and service pamphlets and bulletins may or may not be copyrighted, at the discretion of the department issuing the work.

(c) Books published by the University Press are copyrighted as provided in Section 10.

DELEGATION OF SIGNATURES

Sec. 20. Any administrative officer is authorized to delegate to another responsible staff member his authority to sign official documents under conditions approved by the Vice-President and Comptroller. Such delegation does not relieve the administrative officer of responsibility for what is done thereunder.

III. USE OF UNIVERSITY PROPERTY**USE OF UNIVERSITY PREMISES AND FACILITIES**

Sec. 21. (a) Subject to the approval of the proper University authorities, University premises and facilities may be used for meetings of student, faculty, and staff organizations recognized by the University. In no case may an admission fee be charged for any meeting on University premises except when permission is granted in accordance with University regulations. Such permission shall be given only:

(1) To student organizations when the proceeds for such gatherings go into the treasury of the organization concerned, the funds of which are expended according to University rules under the supervision and with the approval of the appropriate University authorities.

(2) To student organizations when the fee to be charged is for the sole purpose of paying the expenses of said meeting.

(3) To faculty and staff organizations recognized by the University when the fee to be charged is for the purpose of paying the expenses of the meeting.

(b) With approval of the appropriate University authorities, University facilities may be used for meetings of organizations whose activities are of an educational nature or of professional interest to members of the staff or the general student body and for meetings of a non-local character which have public or educational significance. In granting permission for the use of University facilities for such meetings, the following exceptions shall apply:

(1) The use of University facilities shall not be permitted for any purpose which, although in accord with the general purposes of the University, is of such a character or occurs at such a time or in such circumstances that it is likely to interfere with the work, either specific or general, of the University or any department. The use of buildings by local women shall be limited to organizations whose membership is made up of wives of University students, faculty, and staff.

(2) University buildings and grounds shall not be used for political purposes except that candidates for the office of President and/or Vice-President of the United States may appear in person to make political addresses.

(3) Reservations for outside organizations shall not be approved until all major University events have been scheduled.

(4) In no case may an admission fee be charged except upon permission previously obtained and then only to raise funds to offset the expenses of such meeting. When an admission fee is collected for any event on University premises, a rental fee for the use of facilities shall be charged.

(c) The use of University premises shall be subject to all applicable state and federal laws and in accord with the policies of the Board of Trustees. The use of University premises for meetings to be addressed by speakers

(other than students, members of the faculty, and members of the staffs of organizations housed in University buildings) shall be subject to approval by a committee composed of members of the faculty appointed for that purpose by the President of the University and subject to regulations formulated by that committee and approved by the President.

PRIVATE USE OF UNIVERSITY PROPERTY FORBIDDEN

Sec. 22. No one connected with the University in any capacity shall use for any personal purpose any University property of whatever description, and no one shall be permitted to remove from the buildings or grounds any property belonging to the University, even though it may seem to be of no value, unless it be temporarily removed pursuant to some well-established regulation or usage, or with the approval of the President or the Vice-President and Comptroller of the University.

CUSTODIANSHIP OF MOVABLE PROPERTY

Sec. 23. (a) Movable equipment purchased by or assigned to a department shall be the responsibility of the head of the department. An inventory of all such equipment shall be maintained in a manner to be determined by the Vice-President and Comptroller. The heads of departments shall make such reports pertaining to movable equipment as the Vice-President and Comptroller requires, in accordance with the State Property Control Act.

(b) The head of a department shall report to the Vice-President and Comptroller all items of equipment which are of no further use to that department, and the Vice-President and Comptroller shall transfer such equipment for use in another department or, if there is no further use for it in the University, shall dispose of it in accordance with the applicable provisions of the State Property Control Act.

(c) Movable equipment for general use, meaning equipment which is usable by all departments or by various departments or by the University in general, shall be considered to be in the custody of the Director of the Physical Plant, who shall report to the Vice-President and Comptroller on such equipment in the same manner as the head of any department of the University.

ASSIGNMENT OF PROPERTY TO DEPARTMENTS

Sec. 24. (a) Land which has been assigned by the Board of Trustees to a college or department for particular use or for a definite period may not be used for any other purpose nor beyond the period designated, without authorization by the Board of Trustees.

(b) The assignment of land, equipment, or any other property to a department or division does not give the department a title to the same, but only the right to use as long as necessary; and the use of land or equipment or other property shall not exclude its use, at the same time, for other purposes by other departments of the University, on approval of the President, provided that any such second use shall not interfere with the efficient utilization of said land, equipment, or other property for the purpose for which it was first assigned.

NAMING OF BUILDINGS, STREETS, AND DRIVES

Sec. 25. (a) Buildings given to the University may be named for their donors.

(b) Buildings should be named in such a way as to denote their general use as a matter of convenience to students as well as to visitors.

(c) Residence halls may be named for donors or for deceased former members of the Board of Trustees or of the University staff who were interested in such buildings or in student life.

(d) Campus drives and thoroughfares may be named for former presidents of the University.

(e) The designation of names shall be exclusively within the authority of the Board of Trustees.

IV. EMPLOYMENT POLICIES

TERMS OF EMPLOYMENT OF ACADEMIC AND ADMINISTRATIVE STAFF

Sec. 26. (a) The terms of employment of the academic and administrative staff, as defined in the *University of Illinois Statutes*, shall be explicitly stated by the nominating officer, indicating that services are required for:

(1) The academic year, which shall consist of two semesters, or three terms at Chicago Professional Colleges.

(2) Twelve months, including allowable vacation.

(3) The summer session.

(4) Other stated periods.

(b) The teaching staff shall generally be appointed with services required during the academic year and shall be free for other employment, either in the University or elsewhere, during the summer months, except that they shall report for any departmental meetings before registration and render all services requested of them in connection with registration and the preparation of materials and reports for the two semesters' work.

(c) The administrative, research, and extension staffs shall generally be appointed with services required for twelve months, including allowable vacation. Vacations are granted after the initial eleven months' service and may be taken during a one-year period extending from three months prior to nine months after the close of the fiscal year of the University. Vacations shall not be cumulative, but may be deferred at the request of the department or of the employee with the concurrence of the department. Such deferred vacation shall be taken within the next succeeding twelve months. Allowable vacation shall consist of one calendar month, unless otherwise specified. Vacations taken during the holiday recesses, other than the actual holidays recognized by the University, shall be considered a part of the annual vacation allowance of one month. Holidays recognized by the University shall be New Year's, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas, and such other days as may be determined by the President of the University.

(d) Minimum salaries shall be determined by the Board of Trustees for the various ranks upon recommendation of the President of the University. The minimum for eleven months' service shall be approximately two-ninths greater than the minimum for the academic year.

(e) For purposes of determining compensation for services for periods less than the full academic year, the academic year shall be considered to include the period September 16 through June 15, with the exception of the University High School in Urbana-Champaign, where the academic year shall include the number of working days established to meet the requirements of

the Superintendent of Public Instruction of the State of Illinois. Appointments requiring services for one semester shall be considered to be for the period September 16 through January 31, or February 1 through June 15. Appointments requiring services for one quarter at the Chicago Professional Colleges shall be considered to include the dates indicated in the Professional Colleges calendar covering the stated quarter. Compensation for less than one semester, quarter, or term shall be computed on the basis of the percentage of the services rendered to the services required in the academic year.

(f) Members of the staff required to render services during the academic year may be employed in the Summer Session, or to perform research or other services during a period not exceeding two months, and receive, for each month of such service, additional compensation at the rate of one-ninth of the full time rate paid for services required during the preceding academic year. Such employment may be for longer periods during the summer only upon the advance approval of the Vice-President and Provost. Staff members required to render services for twelve months, with allowable vacation, shall not receive additional compensation for services rendered during the summer. For staff members rendering services partly on a twelve months' basis and partly on an academic year basis, this regulation applies only to the twelve months' portion.

(g) Full-time employees shall not receive compensation for services in excess of a normal schedule within the University except for a reasonable amount of instruction in the Division of University Extension or grading of special examinations (outside regular course work), all to be done on off-duty hours.

(h) Exceptions may be made to this rule only with advance approval of the President or of the Vice-President and Provost. These exceptions should be held to a minimum.

(i) All staff members rendering services on a twelve months' basis with allowable vacation shall be compensated in twelve equal monthly installments.

(j) Staff members with the rank of instructor or above rendering services during the academic year shall be compensated in twelve monthly installments or on a pro rata basis for shorter periods. Teaching assistants shall be compensated for each academic year of service in ten installments, of which the first and last shall be one-half installments and the other eight shall be full installments equal to one-ninth of the annual rate.

(k) In case of termination of service of members of the academic and administrative staff through death or resignation, the following rules shall govern the determination of salaries:

(1) Services required for twelve months, with allowable vacation:

a) During the first year of service, salary payments shall stop on the date of termination of service.

b) After one full year of service, a pro rata share of earned vacation shall be paid.

(2) Services required for the academic year: Total payments shall equal a percentage of the annual salary determined by the services rendered from September 16 to date of termination, in relation to the period from September 16 to June 15.

(1) Every person employed by the University shall execute and file with the University the following Employee Affidavit:

United States of America }
 State of Illinois } ss

I, _____, do swear (or affirm) that I am not a member of nor affiliated with the communist party and that I am not knowingly a member of nor knowingly affiliated with any organization which advocates the overthrow or destruction of the Constitutional form of the government of the United States or of the State of Illinois, by force, violence or other unlawful means.

(Signed) _____

Subscribed and sworn to (or affirmed) before me, this _____

day of _____, 19____.

 Notary Public

(m) All employees of the University, unless excepted by the President, are required to present medical evidence of their capability to perform the duties associated with the position that is being sought. The form in which this evidence is to be presented will be prescribed by the Director of the Health Service at each campus. Employees securing a rating of "Unemployable" may not be employed, except on approval of the President. As deemed necessary by the Director of the Health Services, new employees are required to be immunized against communicable diseases. Employees of the University whose duties require them to handle food products shall be subject to periodic medical examinations given under the supervision of the Director of the Health Services, and no individual shall be employed in duties of this nature who shows evidence of any communicable disease.

(n) Failure on the part of an employee to take any required physical examination, or to present evidence of freedom from tuberculosis or immunity to smallpox, after being notified to do so, shall serve to make the University employment contract inoperative and salary payments shall cease.

supervision, preparation, grading of papers, and consultation with students.

TERMS OF EMPLOYMENT OF NONACADEMIC EMPLOYEES

Sec. 27. (a) All employment of nonacademic staff members is controlled by the law and the rules governing the University Civil Service System of Illinois. These include provisions for employment on merit through a system of examinations, the establishment of job classifications and the assignment to such classifications of all positions, and the establishment of appropriate salary ranges for each classification. The employment of all new members

of the staff and any changes in status of present members are processed through the Office of Nonacademic Personnel. Promotions either through salary increases or through changes in classification are processed through the same channels. All pay rates are subject to approval of that office. Transfers between departments should not be proposed or agreed to until they have been approved by the Nonacademic Personnel Office.

(b) Detailed rules and regulations are published separately in the *Policy and Rules Relating to Compensation and Working Conditions*, authorized and approved by the Board of Trustees.

WAGES OF STUDENT ASSISTANTS

Sec. 28. All student employees are to be paid on the basis of a classification and scale of wages of student assistants approved by the President of the University. For current schedule of wages see *The Business Policy and Procedure Manual*.

RETIREMENT, DEATH, SURVIVOR, AND DISABILITY BENEFITS

Sec. 29. (a) *General*. University policy provides for the payment of salary in case of illness or other disability for specified periods as described below. In addition to the benefits provided by the University, a system of retirement, death, survivor, and disability benefits was established by a special act of the General Assembly, approved July 21, 1941, and subsequently amended, known as the University Retirement System of Illinois, a state agency separate and distinct from the University of Illinois.

In accordance with policies adopted by the Board of Trustees on December 13, 1925, and as subsequently amended, a program of retiring allowances and death benefits is provided for the faculty, administrative, and mechanical staff retiring between September 1, 1925, and September 1, 1941, the date the University Retirement System became effective.

(b) *Participation in University Retirement System*. A deduction is made from the salaries or wages of all employees who are participants in the retirement system, as defined by law.

Section 29

(c) Disability Benefits. The University of Illinois provides disability benefits as follows:

- (1) Nonacademic Employees. Leave is granted with full pay for disability in amount and in accordance with eligibility criteria set forth in the *Policy and Rules Relating to Compensation and Working Conditions*.

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After the disability benefits described above have been exhausted, a member may be granted a disability leave without pay from the University. If such a member is a participant in the University Retirement System of Illinois, he may apply for the benefits to which he is entitled under that system.

(d) *Death, Disability, and Survivor Benefits.* For employees of the University, other than students paid on an hourly basis and personnel whose principal employment is outside the University, with at least six month's service, who are not participants in the University Retirement System or any other publicly supported retirement system which pays a death benefit, a death benefit of \$500 is payable by the University. For employees who are participants in the University Retirement System, death, disability, and survivor benefits are provided by that system.

REGISTRATION OF STAFF MEMBERS IN UNIVERSITY CLASSES

Sec. 30. (a) Persons on the academic, administrative, or permanent non-academic staff of the University, or on the staffs of the allied surveys and laboratories located on the Urbana-Champaign campus, may register in University courses for which they are eligible for admission, without payment of the tuition fee and the laboratory, library, and supply fee, provided that their annual salary for nine months is less than the minimum salary for such period established for full-time assistants.

(b) For persons on other than a nine months' appointment, the exemption limit shall be adjusted proportionately, and if for periods of less than nine months, the exemption shall apply if compensation is less than the rate paid to full-time assistants at the minimum salary.

(c) Permanent nonacademic employees without regard to salary may also register without payment of any fees or deposits in:

(1) Any regular University courses in which the employee is requested by his department, with the concurrence of the Director of Nonacademic Personnel, to enroll for the improvement of the employee's present work.

(2) Any special course looking toward improving University service organized at the request of the Director of Nonacademic Personnel in cooperation with the teaching staff, the employee, and his department.

(d) The exemption from fees, as provided above, shall apply to graduate scholars and fellows whose stipends are paid from general appropriations of the University, but not to fellows whose stipends are paid from grants or contract funds received by the University from outside sponsors of graduate study and research.

(e) Persons on appointment for a first and second semester or a second semester who are exempt from payment of fees for courses in which they are registered during the period of their appointment are exempt also from a payment of fees for courses in which they enroll in the Summer Session immediately following termination of their appointments, regardless of whether or not they are teaching in that Summer Session.

V. GENERAL PROVISIONS

ADMINISTRATIVE COMMITTEES

Sec. 31. The President of the University is authorized to appoint such administrative and other committees or boards as are necessary to assist him

in discharging his duties as the official adviser to and executive agent of the Board of Trustees.

ADVISORY COMMITTEES

Sec. 32. The President of the University may recommend to the Board of Trustees the appointment of consultative committees to advise the colleges and schools and other divisions of the University.

AUTOMOBILE PARKING AND TRAFFIC

Sec. 33. The President of the University is given authority to make such traffic and parking regulations and such changes therein as conditions from time to time may warrant.

REIMBURSEMENT FOR TRAVEL

Sec. 34. The University shall reimburse for actual and necessary expense of travel on University business for which proper approval has been obtained.

The regulations concerning travel, including convention travel, are published in *The Business Policy and Procedure Manual*.

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