A privately endowed and privately governed university dedicated to the public service

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Foreword

This Handbook is designed to acquaint members of the faculty and administrative staff of New York University with the general organization and functioning of the institution and with various rules, procedures, and conventions. In keeping with this purpose, it has been compiled from a number of sources, and as a result some parts quote those formulations that have the effect of law throughout the University, such as the Charter granted by New York State, the Bylaws, and various policy statements formally adopted by the Board of Trustees and rules promulgated by the University Senate. A careful attempt has been made to set forth such passages so as to prevent their being confused with those that merely describe practices that have evolved or have been adopted administratively over the years, as in the descriptions of certain University offices and facilities. (Matters that have the effect of law are subject to reasonable interpretation by the officers charged by the Bylaws with that responsibility but can be changed only by action of the body or bodies that enacted them. Matters not in this category may be modified by administrative action from time to time as may prove advisable.)

A handbook intended for University-wide use in an institution of this size must necessarily be concerned with general matters, if it is not to become unwieldy. The separate schools and colleges will supplement this text with information on local procedures and day-to-day operations.

In view of the rapidity with which changes in organization can occur, it is expected that this Handbook will be brought up to date periodically.
THE UNIVERSITY
HISTORICAL SKETCH

The Charter of New York University, dated April 18, 1831, represented the climax of a year and a half of effort by a group of dedicated men who implemented the idea of creating a university for New York City, its first. The new institution was cast, not in the mold of the traditional English college but in the image of the great universities in England and on the continent of Europe and of the then recently established University of London. It was to rise "on a liberal foundation, which shall correspond with the spirit and wants of our age and country, which shall be commensurate with our great and growing population, and which shall enlarge the opportunities of education for such of our youth as shall be found qualified and inclined to improve them."

Nine men who met in December of 1829 constituted the initial group of founders. Two of them were clergymen: the Rev. James M. Mathews, pastor of the South Dutch Reformed Church, and the Rev. Jonathan M. Wainwright, rector of Grace Episcopal Church; two were physicians: Dr. J. Augustine Smith and Dr. Valentine Mott; two were merchants: Isaac S. Hone and his partner, Myndert Van Schaick; one was a lawyer, District Attorney Hugh Maxwell; one was a banker, John Delafield, cashier of the Phoenix Bank; and the ninth was his brother, Joseph Delafield, president of the Lyceum of Natural History and described as "a man of leisure."

These nine men called a public meeting, held January 6, 1830, at which committees were appointed to launch the new university. Stock was sold at $25 a share, and plans for organization of the university were announced. The shareholders, with one vote for each $100 subscribed, chose a governing council of 32 members; it was first organized on October 15, 1830. On January 31, 1831, the Council, of which Albert Gallatin was chairman, adopted the first statutes of the University, chose Gallatin as the first President of the Council and Mathews as the first Chancellor. (As of December 16, 1955, the title of the Council was changed to
Board of Trustees and the title of the Chancellor was changed to President, to take effect July 1, 1956.)

In an era when aristocratic and sectarian domination of higher education was customary, the founders decreed that persons of no one religious denomination should ever hold a majority on the Council. Moreover, it aimed to offer an academic program that would provide useful training not only for prospective clergymen, lawyers, and physicians but also for "merchants, mechanics, farmers, manufacturers, architects, civil engineers, etc." The founders envisioned offering graduate study as well as two programs for undergraduates: one, traditional collegiate training in the classics, literature, and mathematics; the other, to prepare students for the new careers of the time, including instruction "in pedagogical method for those who would teach in the common schools." Clearly New York University was planned from the beginning to be exactly what it has become: "a private university in the public service."

Two lecture series, one in philosophy and the other in religion, were offered in the winter of 1831-1832; undergraduate instruction was inaugurated in October 1832 in Clinton Hall, at the corner of Nassau and Beekman Streets near City Hall. In the autumn of 1835, the University moved into its first permanent quarters, an academic Gothic structure begun in 1833 and located on the east side of Washington Square on the site of the present Main Building.

The first of the professional divisions was established in 1835, when the Council approved a plan for instruction in law as submitted by Benjamin F. Butler, Attorney General in the cabinets of President Jackson and President Van Buren. Next in order of establishment was the Medical Department (later College of Medicine), in which instruction was begun in 1841. In 1947 the College of Medicine (renamed School of Medicine in 1960) was expanded into the comprehensive New York University Medical Center, which now includes, in addition to the School of Medicine, the Post-Graduate Medical School and
the University Hospital and related units. The New York University Post-Graduate Medical School was founded in 1948 through a merger of the Postgraduate Division of the New York University College of Medicine and the New York Post-Graduate Medical School, which had been incorporated in 1882.

The University Bulletin issued in the spring of 1854 announced the establishment of a School of Civil Engineering and Architecture; formal instruction in engineering was begun in September 1854 with an initial enrollment of eight men. Changes instituted in 1892 put engineering instruction on a firmer basis, anticipating the further enlargement of the program in 1899 to include degrees in civil, chemical, and mechanical engineering. Coincidentally with this expansion, the name was changed to the School of Applied Science, a title that was changed in 1920 to the College of Engineering and in 1963 to the School of Engineering and Science.

In 1894, instruction in engineering had been moved to the new Heights campus in the Bronx along with the undergraduate program in liberal arts and science. When the Heights campus was sold to the City University Construction Fund in 1973, the School of Engineering and Science merged with the Polytechnic Institute of Brooklyn to create the Polytechnic Institute of New York. University College of Arts and Science was returned to Washington Square, where it had originated, and was combined with Washington Square College to form Washington Square and University College of Arts and Science. Washington Square College had been established in 1914 as an extension of programs provided as early as 1903 to offer undergraduate liberal arts instruction at the Washington Square Center, shortly after University College had been moved to the Heights. In 1973 the faculty of the newly formed Washington Square and University College joined with the faculty of the Graduate School of Arts and Science to form the Faculty of Arts and Science.

With the organization in 1886 of the Graduate Division (renamed University Graduate Seminary in 1892, Graduate School
in 1895, and Graduate School of Arts and Science in 1940), the University entered a period of expansion in graduate and professional study. One unit of this new graduate department developed in 1890 into the School of Pedagogy (renamed the School of Education in 1921 and the School of Education, Health, Nursing, and Arts Professions [SEHNAP] in 1974). The School of Pedagogy was the first university-connected teacher training institution in the United States.

The College of Business and Public Administration (so named in 1971, originally called the School of Commerce, Accounts, and Finance and later the School of Commerce) was organized in 1900. The Graduate School of Business Administration (1920) emerged from the Graduate Division of Business Administration, organized in 1916. In 1973 the faculties of the graduate and undergraduate business schools were merged as the Faculty of Business Administration. In 1925, after several years of negotiation, the New York College of Dentistry, an independent school founded in 1865, was integrated into the general University structure as the College of Dentistry.

In 1968, in a somewhat different kind of amalgamation, the formerly independent New York College of Music was incorporated into the Division of Music Education of the School of Education.

The Graduate School of Public Administration and the Graduate School of Social Work were established in 1960 as separate entities after having constituted a combined Graduate School of Public Administration and Social Service, which had its origins in 1938 as the Graduate Division for Training in Public Service. The School of Continuing Education, formerly called the Division of General Education and Extension Services, was organized in 1934 through the amalgamation of the Institute of Education (1924) and the University Extension Division (1926), the latter of which was in turn a renaming of the Extramural Division founded in 1908.
The Tisch School of the Arts was organized in 1965. Its theatre program was first offered in 1966, the Institute of Film and Television in 1967, and graduate programs in drama and cinema, soon thereafter. The Gallatin Division, embracing certain special and experimental programs, was created in 1976. The University Without Walls, which held its first classes in 1972, is an entity within the Gallatin Division.

Thus at this stage of development, through its several schools and colleges and other related divisions, such as the Courant Institute of Mathematical Sciences, the Institute of Fine Arts, and the Institute of Rehabilitation Medicine, New York University offers its students remarkably varied programs of study in many different fields of higher education.

At times, schools with specialized objectives have been formed and either absorbed into other parts of the University or discontinued, as in the instance of the School of Engineering and Science. New York University acquired a veterinary college in 1899 as a result of the consolidation with the University of the New York College of Veterinary Surgeons and the American Veterinary College. From 1899 to 1913 it was known as the New York-American Veterinary College; it was called the New York State Veterinary College from 1913 to 1922, when it was discontinued.

The School of Retailing, which began operating in 1921, grew out of training courses for department store personnel offered at the University as early as 1919. The School had cooperative arrangements with the School of Commerce, Accounts, and Finance, the School of Education, and Washington Square College of Arts and Science. In mid-1964, the faculty and program were allocated to the School of Commerce and the Graduate School of Business Administration. An Institute of Retail Management now carries on the research, executive training, and publications programs begun by the School of Retailing. For many years, New York University had a special arrangement with the Bellevue and Mills Schools of Nursing, under which instruction in the liberal arts was given at
Washington Square and a five-year program leading to a baccalaureate degree was maintained. This arrangement, which began in 1942, was in force until the fall of 1969.

At least one school grew up inside another school. The Daniel Guggenheim School of Aeronautics was formed in 1925 and became an important unit of the engineering program. A School of Design was established in 1853; it was an extension of instruction in fine arts, which dates from the appointment of Samuel F. B. Morse in 1832 as Professor of Painting and Sculpture. A College of Fine Arts began to function in 1928; from 1935 to 1941 it was known as the School of Architecture and Applied Arts. By 1938, graduate work in fine arts had evolved into the Institute of Fine Arts. It still functions educationally as a department of the Graduate School of Arts and Science.

The University Libraries: A Brief History

During its early years, New York University, in the urban tradition, drew upon the library resources of the community to provide the best research tools for students and faculty alike. Close working relationships were accordingly established with The New York Society Library and many other specialized libraries throughout New York City, while the University's own collection grew slowly, chiefly by donations of books, and was concentrated in the professional fields of law and medicine. With the movement of the University center to University Heights in 1894, the Gould Memorial Library was established to provide within the University the level of library service necessary to support the curriculum. The schools at Washington Square continued at first to rely basically on the library resources available in the city but in 1921 began assembling a library in Main Building.

The growth of public higher education and the overwhelming demands placed upon the traditional urban sources of academic library research within New York City led the University to embark on a bold new program to create research library resources to be devoted primarily to the University community.
Attention was first turned to the professional schools, where the need for expanded facilities had become most pressing. The completion of Vanderbilt Hall in 1951 provided excellent facilities for the Law Library. In 1957 the Medical Library expanded into a new building to assure its development to meet the needs of the advanced programs of the Medical Center. The Meyer Gold Library at Trinity Place and the Fine Arts Library, 1 East 78th Street, closely followed.

By the early sixties the University recognized that its future success required the establishment of a new central library building at the Square. With the aid of a generous gift from Elmer Holmes Bobst, the University's new main library, the Elmer Holmes Bobst Library and Study Center, opened in 1973. Not only does the Bobst Library serve as the center of a university network of libraries that includes branches at the Institute of Fine Arts and the Graduate School of Business Administration, but also it shares resources through a consortium with the libraries of Cooper Union, New School for Social Research, and Parsons School of Design. Students and faculty at all four institutions are granted reciprocal borrowing privileges at each library and will be able to access members' holdings on-line in a variety of locations. New York University also participates in the various cooperative programs of the Research Libraries Group, facilitating users' bibliographic and physical access to more than 60 million volumes held in 27 of the nation's largest research libraries. Further reference to the library system appears later in this Handbook.

Name, Seal, Motto, and Color of New York University

Although the name under which the University was originally chartered was the "University of the City of New-York," the institution from the beginning was commonly known as New York University, and the name was officially so changed in 1896. Despite the seemingly public nature of the name, New York University has always been an independent and autonomous institution of higher education, financed primarily by private
endowments, current gifts, and fees. It is not to be confused with other institutions having similar names, the oldest of which is the University of the State of New York, created originally in 1784 as a corporation authorized to charter and control institutions of higher and secondary education in the state; it is now the corporate name of the State Education Department headed by the Board of Regents.

Another, and more recent, such foundation is the State University of New York (SUNY), established in 1948 to coordinate and develop under a board of trustees the state-financed institutions of higher education; still another is the City University of New York (CUNY), established in 1961 to coordinate the municipally supported colleges governed by the Board of Higher Education of the City of New York.

The official seal of New York University combines a silver ceremonial "torch of learning," which is carried in formal academic processions, with a group of four running figures symbolizing effort or striving in the pursuit of learning. The seal carries the Latin motto "Perstare et Praestare," which is generally translated as "to persevere and to excel," together with the name of the University and the roman numerals for 1831, the year of the founding of the institution. When reproduced, the darker portions of the seal are usually printed in violet, the official color of the University.

In recent years a simplified version of the torch alone has been abstracted from the official seal and has gained wide acceptance when used as a symbol of New York University to identify publications, letterheads, buildings, etc. It appears on the cover of this Handbook.

The origin of the University color, violet, is obscure. It may have been chosen because in years gone by violets are said to have grown abundantly in Washington Square and around the buttresses of the old Gothic building. On the other hand, it may have been adopted because the violet was the flower
associated with Athens, that center of learning in the ancient world, and was thus regarded as an appropriate symbol of education and knowledge. Both considerations may have entered into the selection, of course. Over the years various shades of violet have been used as the University color. In 1964, however, the University Senate decided that the official standard for University use would be a particular bluish shade of violet, that registered with the Color Association of the United States as "Mayfair Violet, 17575." The Senate also decided at that time that the academic robes for the University would be produced in Mayfair Violet.
ORGANIZATION AND ADMINISTRATION

The University Charter

New York University, as an educational corporation of the State of New York, derives its powers from a charter granted by act of the State Legislature in 1831. The original charter has been amended from time to time.

The line of authority in the administration of the University may be viewed as proceeding from the Board of Trustees to the President and then to the Provost and Executive Vice President for Academic Affairs. Direction of the University falls into two general areas that may be called the corporate and the academic.

The Board of Trustees

The University is governed by a Board of Trustees consisting of forty men and women, about half of whom are former students of the University. Six are specifically designated as Alumni Trustees; one such Alumni Trustee is elected each year. All Trustees serve six-year terms and, except for the Alumni Trustees who may not succeed themselves in that capacity, are eligible for reelection at the end of a term in office. Terms are staggered so that one sixth of the Board is elected each year. The Trustees have enacted Bylaws that outline the basic structure of the University and determine the principal officers and agencies that will deal with its affairs and the ways in which those affairs are to be conducted.

The Board of Trustees holds an annual meeting each October and meets at various other times during the year. At the annual meeting in October, the Trustees elect their own officers, who serve until the next election. Between meetings the Executive Committee has broad authority to act for the Board. Other committees are the Academic Affairs Committee, Audit Committee, Committee on Trustees, Development Committee, Financial Affairs Committee, and Student Affairs Committee.
The conduct of educational matters throughout the University is entrusted, under the leadership of the President, to the faculties of the individual schools and to the University Senate.

Some of the University Trustees also serve on the auxiliary governing board that administers the complex known as the New York University Medical Center, which includes the School of Medicine and the Post-Graduate Medical School, the Institute of Rehabilitation Medicine, University Hospital, and attendant laboratory and clinical facilities. The Institute of Fine Arts is likewise governed by a Board of Trustees of its own, which also shares some membership with the Board of the University.

The President

The President is the chief executive officer of the University. The President is elected by the Board of Trustees and is a Trustee, the only University officer who is also a member of the Board. The President recommends all appointments to faculty and administrative positions for Board approval. He or she is ex officio the head of each faculty and the presiding officer of the University Senate. The President is aided by other officers, mentioned below, with authority "to call upon any and all other officers of administration or instruction in the University for assistance in the performance of his duties," which include "the supervision and direction of all University activities," the administration of educational policies, and concern for student welfare and development.

The President is required to consult with a representative committee of the faculty of a school or college before recommending to the Board the appointment of a dean for that school or college and to consult with the Senate before making a recommendation on changes or innovations in matters within the competence of the University Senate. However, the President has broad powers to revise the table of organization
and to modify the titles and assignments of administrative officials.

The Provost and Executive Vice President for Academic Affairs

The Provost and Executive Vice President for Academic Affairs is "the general assistant to the President in all matters" and takes over the duties of the President in the latter's absence. The direct administration of the operations of the University, including educational programs, services, and business matters, is conducted by the Provost and Executive Vice President for Academic Affairs, to whom vice presidents, vice chancellors, deans, and other officers report in the performance of their duties and in making proposals for new activities. The Provost and Executive Vice President for Academic Affairs directs the preparation of the budget and supervises the expenditures of the University. The office is responsible for the supervision of the educational program of the University in the several schools, colleges, institutes, departments, and divisions. The office serves as the primary source of authorization for all appointments, expenditures, and new programs.

Corporate Management

The responsibility for conducting the business affairs and administrative concerns of the University rests with the Senior Vice President for Administration; the Senior Vice President for Finance; the Vice President for Institutional Facilities; the Vice President for External Affairs; the Vice President for Student Affairs and Services; and the Vice President, General Counsel, and Secretary of the University.

The Senior Vice President for Administration. The Senior Vice President for Administration is responsible for administrative services at the University and the coordination of major University projects. Under the supervision of the Senior Vice President for Administration are the areas of Administrative Services (office services, inventory, telecommunications,
space and room assignments), Administrative Computer Services, Personnel Services, and the Benefits Office.

The Senior Vice President for Finance. The Senior Vice President for Finance is the chief financial and accounting officer of the University. The Treasurer and the Controller, who supervise accounting, the receipt and distribution of funds, and fiscal management in general, and the Director of the Budget, who prepares and monitors the budget, report to the Senior Vice President for Finance.

The Vice President for Institutional Facilities. The Vice President for Institutional Facilities is concerned with the acquisition, disposition, and operation of University-owned real estate; the maintenance and operation of academic buildings; the planning, construction, and alteration of buildings used for academic and administrative purposes; and with facilities for students, including recreational buildings and residence halls. This Vice President also has responsibility for the protection and purchasing departments of the University as well as for arranging and negotiating for the capital financing of important acquisitions, including new buildings and major items of equipment.

The Vice President for External Affairs. The Vice President for External Affairs is responsible for the management and planning of all fund-raising, public relations, and alumni programs. The duties of the office include the supervision of the Alumni Federation and the Office of University Development, which is concerned with fund-raising activities designed to secure financial support from private sources. This Vice President also supervises the activities of the Office of Public Affairs, which operates the University Press Office, the Office of Advertising and Publications, which includes the Photographic Department, and Reprographic Services.

The Vice President for Student Affairs and Services. The duties of the Vice President for Student Affairs and Services
are described below in the section headed Academic Administration.

The Vice President and General Counsel. The Vice President and General Counsel is the chief legal officer of the University, providing legal advice upon request to various officers of the University. The office coordinates the work of outside law firms that may be retained to conduct litigation or perform other specialized services. At the present time the General Counsel is also Secretary of the University.

The Secretary. The Secretary of the University is the custodian of the Charter and Bylaws of the University, of the seal, and of such official records as the minutes of the meetings of the Board of Trustees, which go back to the founding of the University. The Secretary supervises the issuance of diplomas, certificates, and testimonials; and in general serves as the secretary of the educational corporation that is New York University.

Academic Administration

The academic administration of the University is shared by general and regional University officers, school and departmental officers, the faculties of the several schools, the University Senate, and various University and interschool councils and commissions.

The Provost and Executive Vice President for Academic Affairs. The Provost and Executive Vice President for Academic Affairs is responsible for the supervision of the educational and research program of the University in the several schools, colleges, institutes, departments, and divisions. The office serves as the primary source of authorization for all appointments and new programs.

Provost of the Medical Center. The Provost of the Medical Center has general responsibility for its programs in
education, research, and patient care. The Provost works closely with the Medical Center Board of Trustees and is an ex-officio voting member of the faculties of the School of Medicine, Post-Graduate Medical School, and College of Dentistry.

The Vice President for Student Affairs and Services. The Vice President for Student Affairs and Services is responsible for student services and University-wide program and activity areas, including admissions, financial aid, registration, placement, student employment, food services, campus stores, health services, orientation, and student activities, as well as the management and operation of Loeb Student Center and student housing.

Deans. The dean of each school, as the administrative head of the school, is "responsible for carrying out the policies of the University" and for executing "such rules as his faculty may from time to time adopt." The dean presides at faculty meetings, supervises the work of faculty members, and makes recommendations to the Provost and Executive Vice President for Academic Affairs for the appointment, promotion, tenure as appropriate, dismissal, and retirement of officers of instruction and administration in the school. The dean is responsible for the preparation and submission of the budget for the school and for its implementation when approved. (See Bylaw 52.) Offices such as that of Executive Dean or Dean of the Faculty of Arts and Science have from time to time been created to supervise or coordinate the activities of two or more schools or of their faculty members.

The Dean's Council (see Bylaw 42) meets monthly in the interest of University-wide coordination of administrative practices.

Departmental Organization. The President is authorized to divide courses of instruction into departments. The chief executive officer of a department within one school bears the title of "chairman" and is responsible to the dean of that
school. The chief executive officer of a University department, created to provide instruction in more than one division of the University, bears the title of "head" and is responsible through the appropriate deans to the Provost and Executive Vice President for Academic Affairs.

The Role of the Faculty. Bylaw 61, under the heading "Responsibilities of the Faculties," reads in part as follows:

(a) The educational conduct of each of the several schools and colleges, within the limits prescribed by these bylaws or by the Board, is committed to the faculty of each of the schools, and to such officers of the schools as the Board may appoint.

(b) Subject to the approval of the Board and to general University policy as defined by the President and Senate, it is the duty of each faculty to determine entrance requirements of the school under its care, to determine courses of study to be pursued and the standards of academic achievement to be attained for each degree offered, to prepare a schedule of lectures, to make and enforce rules for the guidance and conduct of the students, and to certify to the President, for recommendation to the Board, qualified candidates for degrees and certificates.

(c) Each faculty shall make and enforce rules of eligibility for the participation of its own students in athletics and other extracurricular activities. However, the University requirements for student participation in intercollegiate athletics shall be determined by the Senate on the recommendation of an appropriate committee of the several faculties and shall be uniformly applied in the schools concerned therewith.

(See also the details in subsequent sections of this Handbook: Faculty Membership and Meetings, and The University Senate.)
The Faculty Council. Each of the faculties, according to its size, has one or more representatives on the Faculty Council, a University-wide body of elected professors that is empowered to consider any matters of educational and administrative policy and to discuss these matters at any time with the President and on occasion with the Executive Committee of the Board of Trustees. The Faculty Council constitutes about two fifths of the voting membership of the University Senate, on which deans, University administrators, and student representatives also sit.

Graduate Commission. Each school that offers graduate work is represented by its dean and one elected faculty member and one elected student as voting members on the Graduate Commission, which has power, subject to approval of the Senate, to recommend to the President and the Board general policies respecting graduate study in the University leading to masters' and doctors' degrees in course except first professional degrees. Faculty members also serve on other interschool commissions concerned with educational matters.

The Administration of Student Affairs

There is a central Student Affairs Office under the jurisdiction of the Vice President for Student Affairs and Services. In addition, each school makes provisions for the organization, conduct, and supervision of intraschool student affairs including its own student government and student service groups. The Student Senators Council, acting with the University Committee on Student Life, has special responsibilities for studying and making recommendations in areas of student concern.

University Bylaw 62 provides that "the power of suspending or dismissing a student in any school is lodged with the voting faculty of that school, but the President or the dean of a school, or their respective representatives, may suspend a student pending the consideration of his case by his faculty. The Senate shall have power to act in situations involving
more than one school." In general, each school handles breaches of academic discipline, such as plagiarism or cheating on examinations. Matters involving breaches of the peace or disruptive disturbances are likely to come within the jurisdiction of the Senate, which has approved a Statement of Policy on Student Conduct and the New York University Student Disciplinary Procedures, as well as a general set of Rules for the Maintenance of Public Order. These documents appear in Appendix B of this Handbook.

The University Senate

The first Bylaws to contain a description of the University Senate and an outline of its powers and duties appeared in 1899. Since that time the importance and the influence of the Senate have grown steadily. The Bylaws approved by the Board of Trustees on May 27, 1968, were the first to provide for multiple faculty representation according to the size of each school's faculty. (Those interested in complete details are referred to the relevant Bylaws of the University--Chapter III complete and portions of Chapter IV.)

In summary, the University Senate is empowered to act upon "educational matters and regulations of the academic community that affect more than one school." Senate decisions in such matters are binding upon all faculties unless overruled by the Board of Trustees on an appeal lodged by a faculty. University-wide commissions report their findings and recommendations to the Senate. In addition, it is the deliberative body of the University for academic policies, structure, and procedures, including proposals for changes; it is concerned with the academic program and structure, personnel and budgetary policies, development of facilities, and community, professional, and educational relations of the University. It makes recommendations to the President and, through the President, to the Board of Trustees concerning the policies and practices of the University. The Senate may also make recommendations for consideration by each of the
faculties concerning their internal educational programs and policies. The Senate is authorized to define the educational terms used in catalogs, bulletins, and other announcements, upon which it may also make advisory recommendations; it is responsible for fixing the academic calendar and determining the length of terms and vacations, for arranging the Commencement exercises, and for establishing regulations on academic costume.

Bylaw 31 reads as follows: "For the four-year period June 1, 1981-May 31, 1985, the Senate shall consist of the President, and not more than seventy-four other voting members, as follows: (a) not more than thirty-three members of the Faculty Council, including one representative of the Division of the Libraries of the University; (b) not more than fifteen academic members of the Deans Council; (c) not more than twenty members of the Student Senators Council; and (d) not more than seven officers of central administration, including the President, the Provost and Executive Vice President for Academic Affairs, the Executive Vice President for Health Affairs, the Secretary, a representative of the Administrative Management Council, and such other officers as may from time to time be designated by the President." The faculty members are elected--one or more per school or college--from the faculties of the constituent schools of the University listed in Bylaw 51, according to the number of full-time members in their professorial ranks. (For this and other purposes, the faculties of the School of Medicine and of the Post-Graduate Medical School are regarded as one medical faculty.) Faculty Senators are divided into three classes with staggered three-year terms of office. The deans hold their seats ex officio, as do five of the administrative members. The other administrative Senators are designated at the discretion of the President. One student Senator is elected annually from each school or college, except that two schools, which include both undergraduate and graduate divisions, elect one student Senator from each division.
Some understanding of how the Senate functions may be gained by considering its Councils and the structure and interests of its committee system. The faculty Senators constitute the Faculty Council; the academic deans belong to the Deans Council; the students are organized as the Student Senators Council. All these groups meet regularly, apart from the full Senate, to discuss matters of concern to their respective areas of interest, and their reports and recommendations are regularly brought to the attention of the full body.

The standing committees of the Senate, all of which include members drawn from the three Councils as well as appropriate central administrative members of the Senate, are the Academic Affairs Committee; the Executive Committee; the Committee on Organization and Governance; the Public Affairs Committee; the Faculty Affairs Committee; the Financial Affairs Committee; and the University Judicial Board. The Executive Committee, composed of the President and the chairpersons of the three councils, is authorized to act on urgent matters that may arise at times when the full Senate cannot be convened. The Faculty Affairs Committee (formerly the Faculty Personnel Committee) is composed of all the members of the Faculty Council, as required by Bylaw 41(c). In addition, the Senate has certain special committees. Among these are the University Committee on Student Life, established under Bylaw 43(c); and the Faculty Tenure Committee, which consists of a faculty representative, who shall be a retired senator, from each school or college in the University.

The Senate meets once each month (except the month of January) during the academic year and at other times, upon three days' notice, at the special call of the President or by written request of five members.
THE FACULTY
Faculty Membership and Meetings

The Bylaws of the University are explicit on the matter of who is a faculty member and on how voting rights are allotted; the relevant texts are reproduced here.

Bylaw 64. Faculty Membership. (a) The voting members of each faculty shall consist of the President, the Provost and Executive Vice President for Academic Affairs, the dean of the faculty, and the professors, associate professors, and assistant professors (or in the Division of the Libraries, the curators, associate curators, and assistant curators), who serve on a full-time basis. In addition, the Executive Vice President for Health Affairs shall be ex officio a voting member of the faculty of the School of Medicine, of the Post-Graduate Medical School, and of the College of Dentistry; and each vice president or deputy provost or vice provost who has academic responsibilities shall be ex officio a voting member of the faculty of each school in his purview.

(b) In addition, professors emeriti, adjunct and clinical and visiting professors of each grade, and research professors without tenure of each grade, instructors, library associates, lecturers, master teachers, teachers, master artists, and artists-in-residence, whether they teach on a full-time or part-time basis, are entitled, subject to faculty regulations, to attend faculty meetings, but they shall not have the right to vote at such meetings, except as provided below. Every year, each faculty through affirmative action of its voting members as specified in paragraph 64(a) may in its discretion, and according to its own qualifications, grant voting privileges to all or some of the individuals described above on matters affecting that faculty only, and excepting matters directly or indirectly affecting the individual's candidacy for a degree or his status on the faculty at New York University, and the election of members of the Faculty Council or University commissions.
(c) An officer of instruction serving on a full-time basis in the University shall be a full-time member of the faculty of each school in which he gives instruction regularly, but shall have voting rights in the election of members of the Faculty Council only in the school of his principal assignment as determined for this purpose by the President.

(d) The roster of faculty members entitled to voting rights in each faculty under paragraphs (a), (b), and (c) shall be prepared and maintained on a current basis by the dean of the faculty, shall be submitted to the Secretary of the University for verification and filing in the official records, and shall be available for reference at each faculty meeting.

Bylaw 65. Faculty Meetings. Each faculty shall hold at least four meetings each year, at such times and places and under such rules of procedure, consistent with these bylaws, as it may determine. Copies of the minutes of such meetings shall be sent to the President and the Provost and Executive Vice President for Academic Affairs.

Faculty Titles

In 1960, the Board of Trustees issued a comprehensive statement on the subject of permanent or continuous tenure. It appears in a later section headed "Statement in Regard to Academic Freedom and Tenure." The Bylaws in effect at that time gave only brief descriptions of faculty titles; new Bylaws adopted since then give more ample descriptions. The text of Bylaws 71, 72, and 73, approved May 27, 1968, as amended through May 5, 1980, will be found below. It should be understood that in the event of conflict between earlier and later statements by the Board, the most recent statement governs.
Bylaw 71. Professors and Associate Professors; Curators and Associate Curators.

(a) Professors and associate professors are usually appointed to serve on a full-time basis, and only full-time professors and associate professors may achieve permanent or continuous tenure at the University. Unless otherwise specified, professors and associate professors are appointed for one year only, but they may be appointed for a longer period or without limit of time, subject to such rules respecting tenure as the Board may adopt.

(b) Curators and associate curators in the Division of the Libraries are granted tenure rights under conditions similar to those applicable to professors and associate professors.

Bylaw 72. Assistant Professors; Assistant Curators.

(a) Assistant professors are usually appointed for one year only, but full-time service in this rank may be counted, to the extent permitted under the rules of the Board, toward the attainment of tenure by assistant professors who are promoted to the rank of associate professor or professor.

(b) A full-time assistant professor in any school, college, division, or department except the School of Medicine and its departments, who is not promoted at the expiration of seven years as a full-time assistant professor shall be ineligible for further full-time appointment in the University. A full-time assistant professor in the School of Medicine or any of its departments who is not promoted at the expiration of ten years as a full-time assistant professor shall be ineligible for further full-time appointment in the University. An exception is made only
for faculty members appointed as full-time assistant professors before March 22, 1954.

(c) The appropriate dean or departmental chairman shall as a matter of academic courtesy give notice of these rules to full-time assistant professors in any school, college, division, or department except the School of Medicine and its departments, in the sixth year of service as assistant professor, or, in the School of Medicine or any of its departments, in the ninth year of service as assistant professor, but no assistant professor or instructor shall be promoted or acquire tenure rights on the ground that he did not receive a notice or reminder of this section of the bylaws.

(d) Assistant curators in the Division of the Libraries (including assistant curators in the School of Medicine) are appointed on the same terms and conditions as assistant professors at New York University, without extension of probationary period as provided for assistant professors in the School of Medicine, and are subject to the same prohibition on further full-time appointment if not promoted at the end of the specified periods. An exception is made, under special administrative arrangements approved by the President, for assistant curators appointed prior to October 1, 1972.
Bylaw 73. Nontenure Positions.

(a) Instruction or research service shall be without tenure implications of any kind, regardless of rank or title, if rendered in a part-time capacity, or in a temporary position, or in a program having a subsidy of limited duration. Appointment to a nontenure position shall be for a definite period of time, not exceeding one academic year unless otherwise specified, and shall automatically terminate at the close of that period unless there is an official notice of renewal. Nontenure positions include the following:

- instructor
- research professor, research associate professor, research assistant professor (except when the title of research professor is conferred as a distinction upon a person already having tenure at New York University);
- adjunct professor, adjunct associate professor, adjunct assistant professor;
- clinical professor, clinical associate professor, clinical assistant professor;
- visiting professor, visiting associate professor, visiting assistant professor;
- senior research scientist, research scientist, associate research scientist, assistant research scientist;
- senior language lecturer, language lecturer;
l, master teacher, teacher, master artist, artist-in-residence;
- teaching fellow, teaching associate, teaching assistant;
- associate, research associate, assistant, clinical assistant, graduate assistant, research assistant.

Any position designated by a title not specified in this chapter shall be a nontenure position unless the Board determines otherwise.

(b) A full-time instructor is usually appointed for one year only, but if not promoted at the expiration of three years as an instructor shall be ineligible for further full-time appointment in the University. Full-time service in the rank of Instructor may not be counted towards the attainment of tenure by instructors who are promoted to the rank of Associate Professor or Professor. Library Associates are appointed on the same terms and conditions as Instructors.

* * *

Comments on Certain Teaching Staff Titles. The title Instructor is generally applicable to an appointee as an officer of instruction who has not completed the Ph.D. or equivalent degree necessary for entry into the rank of Assistant Professor but whose academic preparation is sufficiently advanced to indicate the likelihood of completing that degree and who otherwise gives evidence of character, productive scholarship, and ability to teach.

The title Acting Professor (or Acting Associate Professor or Acting Assistant Professor) is applicable to a temporary appointee of appropriate caliber who may succeed to unqualified appointment to the rank thus tentatively occupied but who ordinarily has no assurance of such succession. Occasions for such temporary appointment are rare and are employed only when other designations fail to satisfy the circumstances.
The title Visiting Professor (or Visiting Associate Professor or Visiting Assistant Professor) is ordinarily applicable to an appointee who is a member of the teaching staff on leave of absence as a full-time teacher of corresponding professorial rank from another institution. The duration of the appointment of a visiting professor normally shall not exceed one year.

The title Research Professor (or Research Associate Professor or Research Assistant Professor) may be employed as a courtesy title without tenure implications. In the case of regular members of the teaching staff it is ordinarily restricted to those of full professorial rank who have previously attained tenure. Those serving temporarily on year-to-year appointment under research contract and who are engaged incidentally in temporary teaching assignments may be accorded such titles without tenure implications.

The title Clinical Professor (or Clinical Associate Professor or Clinical Assistant Professor) is applicable in the medical, dental, and certain other divisions to appointees whose professional attainments are comparable to those required for the regular professorial grades but whose teaching service is part-time or whose qualifications and responsibilities are fundamentally distinguishable from those of appointees in the tenure-earning ranks.

The title Adjunct Professor (or Adjunct Associate Professor or Adjunct Assistant Professor) is applicable to an appointee whose academic preparation and professional attainments are such as to meet the qualifications for the regular professorial grades as set forth in the tenure statement but who usually does not have a current professorial connection with any other institution and is appointed to teach, usually a part-time program, in New York University on a purely temporary basis. Appointment in these ranks is made on a year-to-year or semester-to-semester basis.
The title Lecturer is applicable to an appointee who is an individual of distinction in a professional field, who is not otherwise on the teaching staff of the University, and who is engaged to give a series of lectures or to teach on a part-time basis during a specified semester or year.

The title Associate is applicable to a person temporarily attached to the University for the primary purpose of carrying out a specified project, including limited teaching duty, who shall have completed the doctorate or shall have clearly demonstrated equivalent attainment in experience and proficiency in a special field. (The title Research Associate is not a teaching title but is applicable to comparable personnel having duties other than teaching.)

The title Teaching Associate may be applied to a person carrying a full teaching load who may also be taking courses at New York University in certain specified programs.

The title Teaching Assistant is applicable to a person temporarily attached to the University in a teaching capacity who, through successful graduate study or field experience, shall have demonstrated special aptitude for the duties assigned. (The title Assistant is reserved for all nonteaching personnel for whom such designation is appropriate.)

The titles Teaching Fellow and Graduate Assistant are applicable to graduate or postgraduate students pursuing prescribed programs of study at this institution who, because of outstanding qualifications, are appointed to part-time teaching duties concurrent with their academic programs. (The title Fellow is used for the incumbency of certain graduate fellowships that entail no teaching responsibility.)

The designations Instructor, Lecturer, Teaching Associate, Associate Teacher, Master Teacher, Master Artist, Artist-in-Residence, Teaching Fellow, Graduate Assistant, and Teaching Assistant, whether gained at New York University or
elsewhere, do not fall within the academic hierarchy (i.e., assistant professor, associate professor, professor) that may lead to tenure at New York University, and service in such capacities, irrespective of its duration or where it was rendered, whether full-time or part-time, is not creditable toward tenure requirements at New York University.

Academic Freedom and Tenure

Title I: Statement in Regard to Academic Freedom and Tenure

(Adopted by the University Board of Trustees, October 24, 1960, and amended through December 8, 1986)*

I. Authorization by the Board of Trustees**

The Board of Trustees of New York University has authorized the following statement in regard to academic freedom and tenure at New York University. It reserves the right to amend this statement at its discretion, but no amendment shall take away a status of permanent or continuous tenure acquired before such amendment.

II. The Case for Academic Freedom

Academic freedom is essential to the free search for truth and its free expression. Freedom in research is

* Those faculty members whose probationary periods began prior to September 1, 1980, and the length of whose probationary periods is being computed in accordance with the regulations then existing, remain subject to those regulations.

** The references to the Bylaws and a number of the sectional headings have been added.
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Academic Freedom and Tenure

Title I: Statement in Regard to Academic Freedom and Tenure

(Adopted by the University Board of Trustees, October 24, 1960, and amended through March 15, 1993)*

I. Authorization by the Board of Trustees**

The Board of Trustees of New York University has authorized the following statement in regard to academic freedom and tenure at New York University. It reserves the right to amend this statement at its discretion, but no amendment shall take away a status of permanent or continuous tenure acquired before such amendment.

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fundamental to the advancement of truth. Freedom in teaching is fundamental for the protection of the rights of the teacher in teaching and of the student in learning. Academic freedom imposes distinct obligations on the teacher such as those mentioned hereinafter.

III. The Case for Academic Tenure

Academic tenure is a means to certain ends, specifically: (1) freedom of teaching and research; and (2) a sufficient degree of economic security to make the profession of teaching attractive to men and women of ability.

IV. Academic Freedom

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties, but outside occupations and research for pecuniary gain, except in the case of sporadic and wholly unrelated engagements, should be based upon an understanding with the administration of the University.

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

The teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen he should be free from institutional censorship or discipline, but this special position in the community imposes special obligations. As a man of learning and an educational officer he should remember that the public may judge his profession and his institution by his utterances. Hence he at all times should be accurate, should exercise appropriate restraint, should show respect for the
opinions of others and for the established policy of his institution, and while properly identifying himself to outside audiences as associated with the University should clearly indicate that he is not an institutional spokesman unless specifically commissioned to serve in such a capacity.

V. Academic Tenure

1. [Part-time positions and other positions] A distinction is made between part-time and full-time members of the teaching staff. Unless their notices of appointment explicitly state that they are appointed for full-time teaching service, officers of instruction, of whatever rank, are considered part-time members of the teaching staff. The full-time members of the teaching staff are those teachers who give full-time service to the University and whose notices of appointment explicitly so indicate.

All part-time appointees to the University staff, irrespective of title, rank, or cumulative length of service, are entitled to no right of tenure, and their appointments are limited strictly to the periods stipulated in the official notices thereof. Likewise, all instructors, and all those receiving appointment in such temporary capacities as fellow, assistant, associate, lecturer, or as acting, adjunct, clinical, and visiting officers of instruction in the several ranks, whether rendering full- or part-time service, are ineligible for tenure on the basis of such service and are restricted in the duration of their connection with the University to the period stipulated in the official notices of appointment. The same stipulation applies to personnel appointed with professorial or other titles, whether on full- or part-time service, on subsidized assignments such as sponsored research, or in teaching programs where expense of the program is dependent upon a subsidy of limited duration. [Cf. Bylaw 73.]
2. [Tenure described] The general policy of the University with respect to probation and tenure for full-time assistant professors, associate professors, and professors is given below. After expiration of the stipulated probationary periods, full-time associate professors and professors are considered to have permanent or continuous tenure, and their services are to be terminated only for adequate cause, except in the case of retirement at age 70, or under extraordinary circumstances because of financial exigencies, or because of the discontinuance of a considerable part of the University, such as a college, school, or division or a department in a college, school, or division. It is understood that the University has the right to reduce the length of the probationary period in specific cases.

3. [Assistant Professor] The rank of Assistant Professor should be granted only to those who have proved their worth as teachers and have given evidence of character and productive scholarship. The assistant professor should possess the maturity and attainments in the field of scholarship or professional practice of which the doctor’s degree is usually the testimonial. Appointment to an assistant professorship carries with it the possibility but no presumption of reappointment and includes no right to permanent or continuous tenure or to further reappointment, or to promotion to any higher rank.

A full-time assistant professor in any school, college, division, or department except the School of Medicine and its departments, who is not promoted at the expiration of seven years as full-time assistant professor shall be ineligible for further full-time appointment in the University. A full-time assistant professor in the School of Medicine or any of its departments who is not promoted at the expiration of ten years as a full-time assistant
professor shall be ineligible for further full-time appointment in the University. An exception is made only for faculty members appointed as full-time assistant professors before March 22, 1954. [Bylaw 72(b).]

4. [Associate Professor] The rank of Associate Professor should be granted only to those who, in addition to all the qualifications for an assistant professorship, have an unusual contribution to make to the University through the excellence of their character, teaching, productive scholarship, or other educational service. There is no presumption in appointing an associate professor that he will later be promoted. Reappointment as an associate professor does not imply any subsequent appointment at higher rank. Under any of the following conditions the appointment or reappointment of an associate professor carries with it the right of continuous or permanent tenure if it is for: (1) the sixth year as a full-time associate professor at New York University; or (2) (a) in any school, college, division, or department except the School of Medicine and its departments, the eighth year as a full-time teacher at New York University in the rank or ranks of assistant professor or associate professor; or (b) in the School of Medicine or any of its departments, the eleventh year, as full-time teacher at New York University in the rank or ranks of assistant professor or associate professor; or (3) (a) in any school, college, division, or department except the School of Medicine and its departments, the fifth year as a full-time teacher at New York University in the rank or ranks of assistant professor or associate professor and follows a term of more than three years, i.e., not less than seven semesters of full-time teaching in one or more institutions of higher education other than New York University in the rank or ranks of assistant professor, associate professor, or professor, except as provided in
paragraph six of this section; (b) in the School of Medicine or any of its departments, the eighth year as a full-time teacher at New York University in the rank or ranks of assistant professor or associate professor and follows a term of more than three years, i.e., not less than seven semesters of full-time teaching in one or more institutions of higher education other than New York University in the rank or ranks of assistant professor, associate professor, or professor, except as provided in paragraph six of this section.

If a full-time teacher at the time of his first appointment at New York University has formally disclosed to the appropriate dean or officer of central administration the fact that he has gained permanent or continuous tenure in another institution of higher education in the United States having tenure regulations similar to those in effect at New York University and leaves that institution to accept appointment as a full-time associate professor at New York University, it is assumed that he has permanent or continuous tenure at New York University unless it is agreed in writing that his appointment is for a probationary period of not more than four years. It shall be the responsibility of the University official hiring the teacher to raise the question of tenure possibly achieved elsewhere.

5. [Professor] The rank of Professor should be granted only after careful consideration of the individual’s character, scholarship, productivity, teaching ability, and reputation among his peers in his own field, as well as his capacity for inclining students toward noteworthy attainments. It should be granted only to men and women who have been so tested that there is reasonable certainty of their continuing usefulness throughout the remainder of their working years. It should never be granted as the reward of seniority and should be reserved as a mark of
distinction in the field of scholarship and instruction. It should never be granted as a recognition of usefulness in administration.

Under any of the following conditions the reappointment of a professor carries with it the right of continuous or permanent tenure: (1) if the reappointment is for the fourth year as a full-time professor at New York University; or (2) if the reappointment is for the sixth year as a full-time professor or associate professor at New York University; or (3) (a) in any school, college, division, or department except the School of Medicine and its departments, if the reappointment is for the eighth year as a full time teacher at New York University in the rank or ranks of assistant professor, associate professor, or professor; (b) in the School of Medicine or any of its departments, if the reappointment is for the eleventh year as a full-time teacher at New York University in the rank or ranks of assistant professor, associate professor, or professor; or (4) (a) in any school, college, division, or department except the School of Medicine and its departments, if the reappointment is for the fifth year as a full-time teacher at New York University in the rank or ranks of assistant professor, associate professor, or professor and follows a term of more than three years of full-time teaching in the rank or ranks of assistant professor, associate professor, or professor in one or more institutions of higher education other than New York University except as provided in paragraph six of this section; (b) in the School of Medicine or any of its departments, if the reappointment is for the eighth year as a full-time teacher at New York University in the rank or ranks of assistant professor, associate professor, or professor and follows a term of more than three years of full-time teaching in the rank or ranks of assistant professor, associate professor, or professor in
one or more institutions of higher education other than New York University except as provided in paragraph six of this section.

If a full time teacher at the time of his first appointment at New York University has formally disclosed to the appropriate dean or officer of central administration the fact that he has gained permanent or continuous tenure in another institution of higher education in the United States having tenure regulations similar to those in effect at New York University and leaves that institution to accept appointment as a full-time professor at New York University, it is assumed that he has permanent or continuous tenure at New York University unless it is agreed in writing that his appointment is for a probationary period of not more than three years. It shall be the responsibility of the University official hiring the teacher to raise the question of tenure possibly achieved elsewhere.
6. When full-time teaching service at another institution of higher education does not meet the criteria recognized for service at New York University, that service may be excluded from the probationary period under paragraph 4, clause (3), or paragraph 5, clause (4), of this section. In determining whether prior service at another educational institution should not be included, consideration shall be given to whether or not the prior service: (a) was in an Association of American Universities institution or equivalent; (b) followed the attainment of the terminal degree; (c) was in a tenure earning position; and (d) related factors. Recommendations that service at another institution of higher education not be included within the probationary period should be predicated on a written agreement between the prospective faculty member and the Dean, and should be submitted by the Dean to the Provost and Executive Vice President for Academic Affairs for approval before the initial appointment is effective. The faculty member will be notified in writing by the Office of the Provost and Executive Vice President for Academic Affairs whether or not prior service will be included within the probationary period at New York University.

7. [Administrative posts; promotions] Appointment to administrative posts may be terminated or modified by the University Board of Trustees without prejudice to the
teaching rights of officers holding such positions. If a teacher gains permanent or continuous tenure at New York University in one rank his tenure will not be invalidated by subsequent promotions in rank.

VI. Termination of a Tenure Appointment

1. When a member of the teaching staff has permanent or continuous tenure or is serving an appointment for a term of years which has not expired, his or her services may be terminated by the University only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies, or because of the discontinuance of a considerable part of the University, such as a college, school, or division or a department in a college, school, or division.

2. Termination for cause
   a. [Adequate cause] Adequate cause includes (but is not limited to) one or more of the following: incompetent or inefficient service; neglect of duty; repeated and willful disregard of the rules of academic freedom as set forth in this statement; physical or mental incapacity; or any other conduct of a character seriously prejudicial to his or her teaching or research or to the welfare of the University. [Cf. Bylaw 76, Removal.]

   b. [Rules; notice; record] Proceedings for termination of service for cause shall be conducted in accordance with such rules as may from time to time be adopted by the Board of Trustees, and shall be initiated by service upon the person involved of a written notice setting forth clearly and directly all charges preferred against him or her and informing him or her of his or her rights under this section and under relevant University bylaws and rules regulating proceedings on such charges. The person charged shall be entitled to a hearing before a hearing panel of the Faculty Tenure Committee of the
University in accordance with the regulations pertaining thereto. A full stenographic record of the hearing shall be given to the parties concerned. In the hearing of charges of incompetence, the testimony should include that of teachers or other scholars, whether from this University or from other institutions.

c. [Appeal to the Tenure Appeal Committee] Upon the request of either the faculty member charged or the charging party, the record, findings, conclusions, and proposed sanctions of the hearing panel of the Faculty Tenure Committee shall be forwarded to the Tenure Appeal Committee for review and final determination. In the absence of such request, the findings, conclusions, and proposed sanctions of the hearing panel shall be final.

d. [Rules bind all parties] The rules regulating proceedings to terminate service for cause shall be binding upon all parties.

e. [Summary suspension] Summary suspension pending termination proceedings is an extraordinary remedy, but nothing in this statement shall be interpreted as precluding such action by the President or the dean of the college, school, or division involved with the assent of the President whenever, in his or her judgment, continuance of the person in service threatens substantial harm to himself or herself, to others, or to the welfare of the University. Unless legal considerations forbid, any such suspension shall be with full base pay. At any time during the pendency of termination proceedings, the President may lift or modify any suspension in the interest of substantial justice.

f. [Review of suspension] In the event of summary suspension, the propriety and effect of such suspension shall be reviewed by the hearing panel of the Faculty Tenure Committee when it commences its proceedings on the merits of the charges made, and the panel may recommend
to the President that the suspension be revoked or limited in its effects pending the outcome of the proceeding.

g. [Salary following dismissal] A person having permanent or continuous tenure who is dismissed for cause may, upon the recommendation of the hearing panel of the Faculty Tenure Committee and, in the event of an appeal, upon the approval of the Tenure Appeal Committee, receive his or her salary for up to one year from the date of mailing to him or her, by registered mail, of a notice of such dismissal.

VII. Existing Commitments

This statement, while applicable generally to all members of the teaching staff of New York University at the time of its adoption, is not intended to modify existing commitments, as in the case of assistant professors previously appointed without reference to nontenure restrictions.

VIII. Notification of Resignation

The following provisions shall apply to notifications of resignation:

1. [Early notice] Notification of resignation ought, in general, to be early enough to obviate serious embarrassment to the University, the length of time necessarily varying with the circumstances of the particular case.

2. [Minimum notice] Subject to this general principle it would seem appropriate that a professor or an associate professor should ordinarily give not less than four months' notice and an assistant professor or instructor not less than three months' notice.
3. [Notification before transferring] It is assumed that a teacher may answer an informal inquiry about whether he would be willing to consider transfer to another institution under specified conditions without previous consultation with University officials, with the understanding, however, that if a definite offer follows he will not accept it without giving such notice as is indicated in the preceding provisions. He is at liberty to ask his superior officers to reduce, or waive, the notification requirements there specified, but he is expected to conform to their decision on these points.

IX. Whom Tenure Cannot Protect

Nothing in this statement is to be interpreted as giving the protection of tenure to anyone who advocates the overthrow of the government of the United States by force, violence, or any unlawful means.

Title II: Appointment and Notification of Appointment

(Adopted by the Board of Trustees on May 25, 1970)

X. General Appointment Procedures Affecting the Full-Time Tenure-Earning Ranks.

1. [Recommendation by department] Recommendations of appointment or reappointment of full-time assistant professors, associate professors, and professors, who have not achieved permanent or continuous tenure, shall be made by the chief executive officer of each department to the appropriate dean. The chief executive officer is the head of an all-University department or the chairman of a school or college department that is not part of an all-University department.

2. [Advisory body] In the preparation of his recommendation the chief executive officer of each department shall have the counsel of an advisory body of
tenured faculty members of the department. In case he is not the chief executive officer of the department, the chairman of a school or college department in which a recommendation for appointment is under consideration shall be a member of the advisory body of tenured faculty members.

3. [Establishing advisory body] Each academic department shall, in accordance with its own procedures, establish an advisory committee on appointments.

4. [Transmitting recommendations] The department head or chairman shall transmit to the appropriate dean, along with his recommendation and reasoning, the recommendation and reasoning of the advisory body, together with their names, the method of their selection, and a report of the numerical vote.

5. [Recommendations by dean] In schools without a departmental organization, the dean, in the preparation of his recommendations of appointment, shall have the counsel of an advisory body of tenured faculty members of the school. The dean shall notify the faculty members of his school of the composition of the advisory body, and the method of their selection.

6. [Approval by dean] The dean shall approve or disapprove the recommendation, and shall notify the department head or chairman, if there is a departmental organization, and the advisory body, of the ultimate decision along with reasons therefor if the recommendation is disapproved.

7. [Other advisory bodies] Nothing in the appointment procedures described above shall be construed to preclude the possibility that other advisors or advisory bodies or student groups may be consulted to meet the needs of individual schools or specific situations.
XI. Notification of Nontenured Faculty Members

1. [Notification; prospects] During his probationary period, each full-time assistant professor, associate professor, and professor shall be notified annually by the departmental head or chairman, or by the dean in schools without departmental organization, of his prospect of being recommended by the department on the evidence then available for an appointment resulting in tenure. Where it is unlikely that tenure will be achieved, such notification shall be in writing.

2. [Notification; no reappointment] Notice of intention not to reappoint a full-time assistant professor, associate professor, or professor shall be sent to the individual affected according to the following schedule:

   a) Not later than March 1 of the first year of academic service, if the appointment is to be terminated on August 31.

   b) Not later than December 15 of the second year of academic service, if the appointment is to be terminated on August 31.

   c) In all other cases, not later than August 31, if the appointment is to be terminated on the following August 31, or not later than one year before the termination of the appointment.

XII. Tenure Appointments

1. [Procedure] In addition to the general appointment procedures, the process of recommending an appointment that would result in tenure shall be as follows:

   a) The dean shall forward his recommendation by June 1 to the Provost and Executive Vice President for Academic Affairs, with a copy to the department head or chairman
XI. Notification of Nontenured Faculty Members

2. [Notification: no reappointment]

   c) In all other cases, not later than August 31, if the appointment is to be terminated on the following August 31, or not later than one year before the termination of the appointment.

   (The following words were added by action of the Board of Trustees on December 10, 1984.)

   However, a faculty member whose period of appointment is due to terminate on a date other than August 31, after receipt of the notice required by this paragraph 2, shall have the right, upon written notification to his or her dean at least 120 days prior to the termination date of the period of appointment, to an extension of his or her appointment until the following August 31. That right shall be communicated to the faculty member in the notice required by this paragraph 2. Under no circumstances shall such extension of appointment, however described, be considered to create any right to further appointment nor shall it, or any other faculty appointment, carry with it a right of continuous or permanent tenure in the absence of written notice awarding such tenure after the carrying out of the procedures described above in Section X.
and to the advisory body or, in schools without departmental organization, to his advisory body. The dean's recommendation shall be accompanied by the recommendations he has received from the department head or chairman and the advisory body.

b) The Provost and Executive Vice President for Academic Affairs shall support or oppose the dean's recommendation in his recommendation to the President, and shall notify the dean of the final decision, along with reasons therefor, if the recommendation is disapproved. The dean in turn shall communicate the decision to the department head or chairman, if there is a departmental organization, and to the advisory body. The dean shall notify the affected faculty member of the decision.

2. [Negative recommendations] In the case of an appointment that would, if made, complete the stipulated probationary period and result in tenure, negative recommendations as well as positive ones shall be transmitted by the department head or chairman to the dean, and by the dean to the Provost and Executive Vice President for Academic Affairs.

*   *   *

Retirement

Bylaws 75 and 55 read as follows:

75. Retirement. The tenure rights of officers of instruction and librarians shall cease August 31 of the academic year, September 1 to August 31, in which they attain the age of seventy. Likewise, their active service shall then be terminated, and there shall be no presumption of reappointment thereafter. Subject to recommendation by the President and approval by the Board, however, an officer of instruction or librarian who has reached age seventy and is available may be
reappointed to serve thereafter from time to time in either a full-time or a part-time capacity. Each such reappointment shall be for a period not to exceed one year. He shall be automatically retired at the conclusion of any period of service for which he has been reappointed beyond age seventy unless further reappointed.

55. Term of Administrative Appointments. Appointment to an administrative office, including but not limited to the office of executive dean, dean, vice dean, associate dean, assistant dean, director, secretary, department head, and department chairman, shall be without limit of time, unless otherwise specified, but may be terminated at any time by the President, or the Executive Committee, or the Board without prejudice to any rights of the officer as holder of a professorship. The active service of officers of administration shall be terminated on August 31 following their attainment of age sixty-five, unless action is taken by the Board to the contrary.

Some General Principles. During any extension of service the incumbent may continue the benefit plans and annuity coverage held at the time of normal retirement.

Those invited to serve after the usual retirement age should seek the advice of tax and pension authorities before accepting such an invitation.

Invitations to serve after retirement age shall be issued as far in advance of the normal dates of retirement as circumstances permit.

Officers of instruction and officers of administration reappointed to serve after retirement age shall be given such titles as the Board of Trustees, on recommendation of the President, shall approve. These titles may or may not differ from those held at the normal age of retirement.
The title of Professor Emeritus is given only to full professors who have served New York University with academic distinction for a long enough time prior to retirement to have become identified historically in the profession as New York University professors. It is given only upon formal retirement from active service, or at least from full-time active service, upon attainment of retirement age. It is not automatic; it must be recommended by a department and approved through the normal procedures applicable to other academic titles. Comparable principles apply to the use of the designation Emeritus for administrative personnel.

The rule of retirement after attainment of retirement age is applicable not only to officers of instruction and officers of administration and others subject to appointment by the Board of Trustees but also to all other members of the University staff, with permissible exceptions in extraordinary circumstances comparable to those occasionally accorded Board appointees, at the discretion of the President of the University or authorized Presidential representatives.

The rules of retirement are not intended to preclude cessation or modification of active service before retirement age, subject to such terms as the circumstances may warrant, recommended by the President and approved by the Board of Trustees.

Oath of Office

Section 3002 of the Education Law of the State of New York, as amended, requires in part that any United States citizen employed within the state as a teacher in a tax-supported or tax-exempt institution sign an oath or affirmation to support the Constitutions of the United States and of the State of New York.

This oath must be executed by every newly appointed teacher before the first class session and returned for filing with the records of the institution.
The requisite form for complying with the law is available from the Faculty Records Office of the University and in the offices of the deans of the schools and colleges. Foreign nationals, of course, are not subject to this requirement.

Teaching Assignments

Full-time members of the faculty, professional research staff, professional library staff, and administration are in principle available for duty during, and they are paid for, the entire academic year, September 1 to August 31 succeeding. In practice, the period of active service to be rendered within the academic year is determined by the administrative heads of the various units according to University policy in terms of the objectives of the program concerned and the functions to be performed.

As regards full-time faculty members, long-standing University policy normally limits regular teaching assignments to the usual fall and spring terms (approximately mid-September to late May or early June) or equivalent. The summer months are generally expected to be spent partly in scholarly activity for professional growth and partly in rest and recreation. Assignments outside of the usual pattern as a part of the regular teaching load are normally made only as the result of a specific agreement with an individual faculty member.

Full-time teaching loads are determined administratively under guidelines approved by the Provost and Executive Vice President for Academic Affairs for a particular school or department. No additional compensation by reason of teaching overload may be paid to a full-time faculty member during the period of a regular teaching assignment, except in emergency circumstances duly approved in advance by the Provost and Executive Vice President for Academic Affairs. As an exception, teaching in the School of Continuing Education or in a regularly established off-campus program for additional compensation to the extent of one course per semester (in addition to a faculty member’s regular assignment) will be
permitted with the approval of the dean of the school in which
the teacher's principal services are rendered, but such
arrangements are subject to review and renewed approval from
year to year. Exceptions for additional compensation by
reason of teaching overload may also be made for teaching in
the Gallatin Division and in experimental programs.

A full-time faculty member whose regular teaching assignments
are limited to the fall and spring terms (approximately
mid-September to late May or early June) may accept teaching
assignments at times outside his or her regular schedule
(e.g., during the summer) at New York University or elsewhere,
provided such additional undertakings do not unduly interfere
with the teacher's efficiency and serviceability to the
department and do not preclude taking a reasonable vacation.
Summer teaching assignments at New York University are
normally made to full-time faculty members only with the
consent of the teacher concerned.

Academic Responsibilities of the Faculty Member

All officers of instruction are expected to handle their
teaching assignments with professional skill. They should
familiarize themselves with the overall organization of the
University, and especially with the operations of the school
or college in which they serve, and with its requirements and
regulations, with which they will scrupulously comply. They
should strive to be good citizens of the academic community,
cooperative and efficient in meeting deadlines, submitting
grades, and returning students' work with appropriate
comments. They should be active participants, as committee
members, student advisers, or in whatever other capacity they
can render the best service, in the affairs of the department
and the school. Ideally they should also maintain interest in
the current activities and problems of the larger community
and, especially in an urban setting, in how the community and
the University can benefit each other.
They should aim at the steady enlargement of knowledge in their special fields--by enlarging their own knowledge through continuing study and by enlarging the knowledge of others through making scholarly contributions. The good teacher will keep abreast of new developments in a subject as they are published, attend, and actively participate in, the meetings of appropriate learned societies. (Financial assistance in attending professional meetings may be available, according to the rules of the several schools and colleges, especially to those who are association officers or who present papers.)

Meeting Classes; Leaves of Absence. The regulations of the University require all officers of instruction to be present for teaching duty and ancillary activities (e.g., committee work and student advisement) during the academic sessions to which they have been assigned. In addition, unless special arrangements have been made through the department or school, each officer of instruction is duty-bound to meet all his assigned classes at the place and hour scheduled. The length of the various academic sessions, and the number of class meetings per session, are set conformably to the requirements of the State Education Department for the different programs offered by the University, and may not be varied arbitrarily by individual teachers.

In case of illness necessitating absence from class, the teacher should communicate with the proper departmental officer or, if the latter is not available, with the dean. The department head or dean will determine what arrangements, if any, shall be made to provide a substitute instructor or to make up the work of the class at a later date.

Applications for leave of absence of not more than seven days should be made to the proper dean. Leave of absence for more than seven days requires the approval of the Provost and Executive Vice President for Academic Affairs.

For information and policies governing sick leave, see the brochure on benefits and other material available from the
Benefits Office. Supplementing the explanation contained therein, for the information of those who may wish to claim income tax exemption on salary paid while on sick leave, the following general statement of policy is applicable: "It is the policy of the President, acting under authority of the Board of Trustees, to grant leave of absence on salary in cases of illness for such period of time as he, the President, may determine, not exceeding current budget provisions for the salary in question. Any such leave of absence beyond the period of the current budget provision is subject to the approval of the Board of Trustees."

Salary Payments; Deductions

Payment for Teaching from September to June. The salary of a full-time officer of instruction who teaches in the school's regular fall and spring terms is paid by monthly check from the Controller's Division, in equal installments over the entire calendar year, beginning on the first day of the month following the effective date of appointment, with the exception that a "full-time" teaching associate, teaching assistant, teaching fellow, or graduate assistant on duty from September to June receives his or her salary in ten equal monthly payments, starting the first of October and ending the first of July. Salary payments to a part-time member of the instructional staff on duty from September to June are payable four times each term, on the first of November, December, January, and February for the fall term, and on the first of March, April, May, and June for the spring term.

Payment for Summer Session Teaching. Payment for teaching in the intersession, whether paid as additional compensation to regular full-time officers of instruction or to visiting or part-time personnel, is usually made on July 1; similarly, compensation for the first six weeks of the summer session is usually paid on August 1; for the second six weeks, on September 1; and for the postsession, on September 1.
Deductions from salary. Deductions from the salary check are made by the Controller's Division for federal, New York State, and New York City income taxes, and Federal Insurance Contributions Act (F.I.C.A.) tax as specified by law; also, for annuity, group insurance, disability income protection plan, dental plan, and hospitalization and surgical-medical insurance premiums in accordance with individual requirements. Part-time members of the instructional staff, and such essentially temporary appointees as teaching fellows, graduate assistants, and the like, are ordinarily ineligible for annuity, group insurance, or hospitalization benefits. Cases to the contrary are subject to review and decision by the administration.

The University cooperates with the United States Treasury in arranging for the regular purchase of savings bonds under the Payroll Deduction Plan.

Restriction on Outside Employment

As a matter of University policy, full-time members of the faculty are required to teach only at New York University during the period of their regular teaching assignments (normally, September to June). Teaching service at other institutions during such period may not be rendered except in the most unusual circumstances and must be duly approved by the appropriate dean and by the Provost and Executive Vice President for Academic Affairs.

Assignments to full-time members of the faculty, professional research and library staffs, and administration are made on the assumption of full-time service to the University. Full-time faculty members are expected to devote their major energies to teaching, to research, to student counseling, and to related activities at New York University. This implies a limit on outside activities, particularly those that involve the rendering of service for extra compensation.
Since individual energies and capacities vary greatly, it is difficult to prescribe any exact measure for such limitation. In general, however, full-time members of the faculty will be expected to limit their outside activities for which compensation is received to not more than one day per week during the periods of their regular teaching assignments.

As a matter of courtesy, faculty members are expected to inform their departmental chairpersons and deans of the general nature and extent of any such continuing commitments.

It is the responsibility of departmental chairpersons or heads, and of the deans of the various schools, to protect the interest of the University in the full-time service of its full-time faculty, professional research and library staffs, and administration.

**Sponsored Programs**

New York University ranks among the country's major research institutions. As the central office for the administration of the program of research, training, and related activities of New York University (exclusive of the Medical Center), the Office of Sponsored Programs provides support services to faculty members, graduate students, and others seeking funding from outside agencies.

The staff of the Office of Sponsored Programs assists in the identification of sources of funds for carrying on research--public, private, and voluntary health--as well as in the development of proposals. Proposals are reviewed for compliance with institutional and sponsor guidelines and are submitted by the Office in behalf of the University. The Office also acts as liaison between project directors and governmental agencies in the negotiation of awards and in project management. In addition, the Office provides administrative services for several institutional committees that oversee policies mandated by the University or by federal authority and procedures dealing with the protection of human
subjects, animal welfare, and inventions and patents. The NYU Research Challenge Fund, a competitive program of institutional research support, is also managed through the Office.

The Office of Sponsored Programs maintains an extensive network of information, including a record of research projects, analyses of research activities at the University, and a library of agency guidelines and materials used in making applications. The University community is kept abreast of new funding opportunities and agency research priorities through the regular dissemination of program announcements and the OSP Newsletter.

A Sponsored Research and Training Programs Manual, issued and revised periodically by the Office, provides an overview of University policies and procedures regarding the generation and operation of funded programs by faculty members.

Sabbatical Leave

Purpose. A sabbatical leave, as distinguished from a terminal leave, a leave without compensation, or a leave for reasons of health, is defined as a leave for the purpose of encouraging faculty members (including administrative officers who hold faculty rank) to engage in scholarly research or other activities that will increase their scholarly achievement or their capacity for service to the University. A sabbatical leave will not be granted for the purpose of taking regular academic or other employment of pecuniary advantage elsewhere. (A partial exception to this policy, applicable to certain kinds of research grants, is explained below.)

Eligibility. Eligibility for a sabbatical leave is limited to full-time members of the faculty who have achieved tenure rights and who have completed six years of full-time service as members of the faculty at New York University. In general, at least six years must elapse between consecutive sabbaticals.
It is stipulated that at the conclusion of a sabbatical leave the faculty member will forward to the department chairperson and the dean copies of a report on activities undertaken during the period of the leave.

Term and Compensation of the Sabbatical. In general, a sabbatical leave is granted to the eligible faculty member, starting September 1, for the usual teaching terms (i.e., September to June inclusive) of one academic year, at three quarters of annual base salary. However, as an alternative, a faculty member who has qualified for a full year of sabbatical leave at three-quarters salary may apply for such sabbatical to be divided into two terms falling within a seven-year period, each such term representing a seventh semester at three quarters of the base salary applicable thereto. As another alternative, a faculty member who is qualified for a full year's sabbatical leave at three-quarters salary may elect, in lieu thereof, to apply for only one semester of sabbatical leave during the sabbatical year, at the full base salary for that semester. Appropriate variations apply in units, such as the College of Dentistry and the Libraries, in which active service is rendered on an 11- or 12-month basis rather than a 9-month basis.

The cost of replacing a faculty member during sabbatical leave will be kept as low as possible by arrangements such as rotating ("bracketing") courses, employing part-time faculty members, and making internal adjustments in the departments concerned.

Procedure for Granting a Sabbatical Leave. Application for a sabbatical leave should be made in writing by the faculty member and submitted to the department chairperson no later than December 1 preceding the academic year for which the leave is sought. Because of the impact of a leave on departmental planning, early application is recommended.

The department chairperson must forward the application with an accompanying recommendation to the appropriate dean on or
before the following December 15. The recommendation shall include a statement of the proposed method of handling the normal duties of the faculty member while on leave.

The dean must forward each application, and the accompanying recommendation of the department chairperson, together with the dean's own recommendation, to the Provost and Executive Vice President for Academic Affairs on or before January 15. The Provost and Executive Vice President for Academic Affairs, after such additional consultation with the dean as may be desirable, will announce the determination.

Sabbatical Leave and Research Grants. All sabbatical leave arrangements approved by the University carry the restriction that the faculty member is not permitted to engage in any form of regular academic or other employment to augment income during the sabbatical. As a partial exception, a member of the faculty eligible for sabbatical leave who wishes to take an opportunity of augmenting the income provided by the University so as to receive the equivalent of his or her full salary during the period of leave may be granted special permission to do so, when the following conditions are met: either (1a) a research or educational institution will pay one half of the faculty member's base salary and the New York University contribution accordingly will be reduced to one half of the base salary instead of three quarters; or (1b) an externally sponsored research grant will furnish one half of the base salary for the academic year, with the University paying one half; and (2) in either case, the sponsor agrees explicitly and in writing that the funds may be used to pay for one half of the base salary of the faculty member while on sabbatical leave. The faculty member must take the initiative in securing such written permission, and must make known to the department chairperson and dean at the time of the request for sabbatical leave that such funding is being, or will be, sought from the research sponsor.
Limitation on Degree Candidacy

Special attention is called to Bylaw 63(c), which reads as follows:

No officer of instruction holding professorial rank in the University, that is, rank above the grade of instructor, shall be permitted to enroll as a candidate for a degree or be recommended for a degree in course. A degree candidate who accepts appointment to professorial rank must thereupon relinquish such candidacy.

While the rule does not prohibit a teacher of professorial rank, whether on temporary or permanent appointment, from taking courses at this institution for credit to be applied elsewhere toward a degree, it does prohibit such an appointee from pursuing a course to be credited toward a degree at New York University. In applying the rule, the prohibition has been extended to all holders of professorial titles, including visiting, research, adjunct, and clinical professors of each grade, and to administrators of policy-making rank.

Benefits

The various benefits available to faculty members are described in a separate publication, a brochure ("Benefits for Faculty, Professional Research Staff, and Administrative and Professional Staff") issued by the Benefits Office and regularly brought up to date. Such benefits include, but are not limited to, the TIAA-CREF retirement plan; the group life insurance plan; Blue Cross, basic physician, and major medical insurance; dental plan; and tuition remission privileges for faculty members and their dependents.

All requests for information and questions concerning these and related matters should be addressed to the Benefits Office (at the Medical Center, to the Personnel Department, 340-5193).
Benefits Office. The Benefits Office of the Personnel Services Division (located at the Washington Square Center, 22 Waverly Place) provides information about the benefit plans and services available to faculty members, members of the professional research and library staffs, and administrative and professional staff members. Inquiries regarding any of the benefits described in the brochures issued by the office should be directed there, where representatives of the office will gladly discuss your participation in any of the plans.

The Benefits Office will also be happy to assist with information relating to retirement, financing education, discounts available to members of the University staff, and various other matters. To obtain information, telephone 598-3163. If you wish to visit the office, please telephone for an appointment, to minimize waiting.

Awards

The University presents anengrossed scroll to every member of the faculty or staff who has given twenty-five years of service to the University. The Alumni Federation presents a medal to every member of the faculty or administration who completes thirty-five years of service to the University.

All members of the faculty who have taught at least one course in the current academic year are eligible for consideration for the Great Teacher Awards. Three such awards, sponsored by the Alumni Federation, are customarily made each year; each carries an honorarium of $2,500.

Calendar

Both the academic and fiscal years for New York University extend from September 1 through August 31. In most divisions (except certain professional schools, where slightly different schedules obtain) the regular teaching year consists of two terms, beginning normally about the third week of September and the first week of February, respectively. The summer
sessions conducted by the various divisions consist for the most part of two consecutive six-week terms, beginning in June and extending to early September. The summer session of the School of Education, Health, Nursing, and Arts Professions is divided into an intersession of three, a regular session of six, and a postsession of three weeks. Although the schedule of exercises for each school or college of the University follows in general this coordinated pattern, there are some minor local variations that can be noted in the calendars published in the several school bulletins. The annual Commencement exercises are ordinarily held early in June.

Policy on the Employment of Members of the Same Family.
(This policy, in effect for many years, has heretofore been circulated only in individual schools of the University.)

The University encourages employees to recommend friends and relatives for jobs within NYU. However, the following conditions apply:

* Members of the same immediate family, or of the same household, cannot work in the same department without prior approval from the Vice President for Administration;
* A supervisor/employee relationship between members of the same family or household may not exist at the time of hire or at any time thereafter;
* One member of a family or household may not make decisions or recommendations concerning the conditions of employment, salary, or promotion of another member of the same family or household.
Employment restrictions regarding members of the same family apply equally to those whose living arrangements approximate family arrangements.
Libraries

Seven distinct libraries at the University contain nearly three million volumes. A single card catalog provides access to the holdings of all University libraries.

The Elmer Holmes Bobst Library and Study Center, opened in 1973, is one of the largest open-stack research libraries in the nation and the only research library built in New York during the past 50 years. Designed for easy access, the library has 2 million books, journals, microforms, and other materials located in stacks where students are free to browse. The library also has hundreds of study carrels interspersed among the open book stacks plus five major reading rooms; up to 4,200 students may comfortably study here at one time.

Among the noteworthy resources of the Bobst Library are the collections in English literature and history, commerce, education, science, music, United Nations documents, Near Eastern and Ibero-American languages and literatures, and Judaica and Hebraica, as well as the Tamiment Institute Ben Josephson Library on the history of the United States labor movement, the Fales Library of English and American Literature since 1750, the Robert Frost Library, the Berol Collection of "Alice in Wonderland" materials, and numerous rare books and manuscripts.

The Graduate Library of Business Administration contains over 98,000 volumes and subscribes to all major business services and data banks.

The Institute of Fine Arts Library is a reference collection of 82,000 volumes in the history of art of all periods, classical archaeology, and the conservation of paintings and sculpture.

The Law Library contains over 600,000 volumes and is strong in a variety of areas, including legal history, biography, jurisprudence, copyright, taxation, and criminal, labor,
business, and international law (including primary source materials of the United Nations and European Economic Community), plus emerging legal specialties such as urban affairs, poverty law, and consumerism.

The Medical Library contains more than 133,000 volumes and 1,475 periodicals. The Institute of Environmental Medicine at Sterling Forest also maintains a medical research library as does the Goldwater Memorial Hospital.

The John and Bertha E. Waldmann Memorial Library at the Dental Center contains over 30,000 bound, scholarly volumes as well as one of the largest collections of rare books on dentistry in the country, including the Weinberger Collection, the Blum Collection, and the Mestel St. Apollonia Collection.

The Courant Institute of Mathematical Sciences Library has a highly specialized research collection of over 49,000 volumes in mathematics, computer science, and physics.

The University Archives Office is located on the tenth floor of Bobst Library. Its collection contains manuscripts, published documents, student and faculty publications, administrative records, photographs, and various memorabilia relating to the history of the University. The archives are open to faculty members and students and to research scholars at stated hours. Faculty members and student organizations possessing papers and documents appropriate to the collection are urged to contribute them.

Librarians

Titles and Tenure. Since 1974, by action of the Board of Trustees, the professional librarians of New York University have had full faculty status. Their titles of rank are equated with those of the teaching ranks as follows:
Curator (equivalent to the rank of Professor)

Associate Curator (equivalent to the rank of Associate Professor)

Assistant Curator (equivalent to the rank of Assistant Professor)

Library Associate (equivalent to the rank of Instructor)

Those in the ranks of Associate Curator and Curator may attain tenure rights according to the rules and regulations prescribed by the Board of Trustees.

The provisions of Bylaws 72 and 73 setting time limits for promotion are strictly enforced for librarians with ranks equivalent to Instructor and Assistant Professor, except under special administrative arrangements approved by the President for Assistant Curators and Library Associates appointed prior to October 1, 1972.

The holder of any professional librarian's rank may pursue graduate work and be a degree candidate at the University.

An elected representative of the professional library staff and the Dean of the Libraries are voting members of the Senate.
The Film Library

The Film Library, located at 26 Washington Place, maintains a collection of over 2,000 educational motion pictures covering 80 subject categories, with emphasis on material suitable for college and adult education. These 16mm films are distributed to institutions and organizations in this country and abroad. In addition to 16mm film, the Library also circulates a small but expanding collection of programs in videocassette format.

Faculty members may requisition films for classroom use at any of the University campuses. The staff of the Film Library will provide assistance in planning programs, guidance in selecting appropriate titles, and suggestions on outside sources. Projection room facilities for previewing and evaluating films are available. A completely annotated catalog of the circulating collection will be supplied on request.

Projection, Recording, and Public Address Equipment

At all centers, many academic departments maintain some equipment of this sort for class use by their instructional staff. In addition, at the Washington Square Center, requests for this type of equipment may be routed through the building manager's office in the block or building in which the equipment is to be used. These offices have available limited numbers of 16mm sound projectors, slide projectors, filmstrip projectors, phonographs, and tape recorders and can furnish the services of an operator as needed. Similarly, where permanent public address facilities are not available, the building managers can provide a limited amount of portable equipment if notified in advance.

All requests for equipment should be made in writing, in triplicate, by memo or on forms provided for the purpose. At the present time the only charges entailed for the use of equipment are for services after 5:00 p.m., for the assistance of an operator, when required, and for any materials consumed, such as tape used to make recordings.
New York University Press

Established in 1916, this operating division of the University publishes scholarly books in the social sciences, particularly economics, political science, world affairs, and international relations, as well as books about New York, books in the arts and art history and in the humanities, particularly English, American, and comparative literature.

It is the policy of the Press to seek out manuscripts without regard to the affiliation of the author, and thus, over the years, the Press's list has come to include an international roster of scholars. Members of the University are encouraged to submit book manuscripts, and the Press will endeavor to give some particular consideration to the work of faculty members. Manuscripts should be sent to the Director, New York University Press, Elmer Holmes Bobst Library, 70 Washington Square South, New York, N.Y. 10012.

The Press is overseen and assisted by an Editorial Advisory Committee, which consists of distinguished members of the faculty of the University. The Press itself is a member in good standing of the Association of American University Presses. Through its publications the Press attempts to extend the services of the University to a broader and more varied audience while upholding the University's standards of scholarship as well as its own standards of editorial quality and integrity.

Center for Reading Improvement

Under the administration of the Division of Degree Studies and Academic Development of the School of Continuing Education, the Center for Reading Improvement offers part-time programs for elementary, secondary, college, and adult students. These are Saturday and intensive summer programs and are designed for those who require specialized instruction to develop more effective reading and study techniques. Speed reading courses are also offered throughout the year for both business and
professional adults or college-level students who wish to increase their speed and comprehension skills. Private tutoring instruction may be arranged. The Center also provides a diagnostic service whereby reading performance is evaluated, and recommendations are made for remediation and development.
FACILITIES, RESOURCES, AND SERVICES
COMMUNICATIONS

Postal Service

The University maintains regular mail delivery and pickup service, the schedules varying somewhat in the different centers. For intra-University mail ("house mail"), which may be sent without postage, special brown interoffice envelopes are available. Anything that can be sent by house mail must not be sent through the U.S. mails and should be kept separate from such outgoing material.

Postage privileges are restricted to official correspondence. Faculty members using, on occasion, envelopes with the University imprint for correspondence not directly related to official University business should supply and affix the required postage stamps. Outgoing personal mail should be deposited in the regular corner mailboxes and not placed in office outboxes for pickup by the University mail carrier.

Deliveries are made daily to Washington Square dormitories and between Washington Square and the Dental, Graduate Business, and Medical Centers, and twice weekly to the Institute of Fine Arts and the Midtown Center.

Telephone Service

All members of the University community are expected to confine their use of University telephones to matters of University business. All personal calls--local, suburban, and long distance--are charged to the individual caller. Since the regulations and schedules governing the telephone service vary somewhat at the several University centers, faculty members are advised to familiarize themselves with such local provisions.

A third-party telephone call is one made by a person using a non-University telephone who makes an operator-assisted call to a number outside the University and orders the operator to
bill the call to a University extension. Since June 30, 1980, such calls have not been accepted by the University switchboard. Employees who are required by the nature of their responsibilities to place outside calls must do so at their own expense and then seek reimbursement via the proper procedures--usually through petty cash. Questions on this subject will be answered by the Manager of Telecommunications, ext. 3475.

Cable Address

The cable address of the University is NYUNIVER, New York. The University also has these Telex connections: Western Union Telex Number 12-7587; RCA Telex Number 235128.

PROTECTION, EMERGENCIES, MAINTENANCE

Photo ID Center

The University requires all faculty members, administrators, staff, and students to carry photo identification cards at all times. It is necessary to display the card to security guards for admission into certain University buildings.

Proper authorization must be presented in order to obtain an ID card. Faculty members will receive authorization cards either from the payroll office or from the office of the dean of their school. The authorization card should be presented at the Photo ID Center, where the photograph will be taken and the card distributed. The Photo ID Center, a division of Administrative Services, is located in Room 119 on the first floor of the Main Building.

Hours for the ID Center are 9 a.m. to 7 p.m., Monday through Thursday, and 9 a.m. to 5 p.m. on Friday, except during registration periods, when they coincide with those for other offices. During registration the Center maintains additional locations where photographs are taken and cards distributed.
The telephone number is 4133, or, if calling from outside the University, the number is 598-7661.

Protection

The Protection Division is responsible for the protection of persons and property in the University community. The office of the Director of Protection is located at Bobst Library, Mezzanine, ext. 7712. The Director of Protection is in charge of the University force of guards at Washington Square and Bobst Library. At other centers he or she provides investigative and consultative services in protection matters.

Inasmuch as the theft of personal and University property is a serious problem and a matter that concerns everyone in the University family, it is important to minimize the opportunities for thieves. The most effective prevention can be found in simple daily rules of conduct.

1. Always lock your office if left unattended.
2. Place small articles in locked desks and cabinets overnight.
3. Lock all cabinets, desks, doors, and windows at the end of each day.
4. Keep pocketbooks, wallets, etc., in a safe place, not on or under your desk.
5. Never leave money or valuables in clothing hung in closets or on clothes racks.
6. Bolt typewriters, office machines, etc., to desks or tables wherever practicable. (Contact your building manager for this service.)
7. Work out procedures with your co-workers that will ensure reasonable protection for personal and University property.
8. Report defective locks, door closers, window catches, etc., to your building manager for prompt repair.
9. Be alert for loiterers and persons acting suspiciously. Ask them their business; if the assistance of a guard is needed, immediately call the Protection Office for your center (see numbers below).
10. Report a loss or theft immediately to the Protection Office.

Protection Office telephone numbers:
Washington Square, ext. 2222
Bobst Library, ext. 7711
Tisch School of the Arts, ext. 3220
Barney Building, ext. 3355
Graduate School of Business Administration, ext. 85-6265, 85-6284
Dental Center, ext. 86-5908
Institute of Fine Arts, 988-5550
Medical Center, ext. 83-5038
Vanderbilt Hall, ext. 3290

Emergencies, Maintenance

In case of an emergency (fire, accident, etc.), dial "O" (Operator) and report the condition and the location.

To report situations of lesser importance (a dead light bulb, broken desk, etc.), call the office of the building manager for the building or area. The number can be found in the yellow colored section of the University Telephone Directory under "Building Managers/Building Services."

The Building Manager should also be informed if there is need for classroom supplies such as chalk and erasers or for the services of a carpenter, electrician, heating and air-conditioning specialist, locksmith, painter, or plumber.

Lost and Found

All articles found unattended in University academic buildings or on University academic property should be turned over to the Lost and Found office maintained at each center.

The Lost and Found Office at the Washington Square Center is located on the first floor of the Loeb Student Center. At the
Dental Center and at the Graduate Business Center, the Lost and Found offices are operated from the offices of the Building Managers. At the Medical Center the Lost and Found department is in the Security headquarters in Room 45 on the ground floor of University Hospital.

FOOD SERVICES, CAMPUS STORES

Food Services

Loeb Student Center at Washington Square has a cafeteria and pub that serve as dining facilities for faculty and students. Catering service ranging from an informal tea to a formal banquet can be arranged for groups of varying size at Washington Square.

There are also cafeterias in Hayden Hall, Weinstein Center, and Rubin Residence Hall, and a kosher facility at Washington Square. Cafeterias are also located at the College of Dentistry, the School of Medicine, University Hospital, and the Institute of Rehabilitation Medicine.

Luncheon is available to all faculty members in the John Ben Snow Memorial Room on the 12th floor of Bobst Library.

The Book Centers (Campus Stores)

For the convenience of students, faculty members, and staff, the University owns and operates Book Centers at Washington Square, the Graduate Business Center, the Medical Center, and the School of Law, and a part-time book service at the Dental Center. In addition to required textbooks and school supplies, the Book Centers offer a wide selection of general books, hard covered and paperbound; collegiate gifts, school and class rings, calculators, and other items. The textbook department offers both new and used books.

All full-time faculty members not only have charge account privileges at the Book Centers but also are entitled to a
10 percent discount on most purchases. Information and instructions for requisitioning textbooks for students' class use are available directly from each Book Center.

PLACEMENT, PURCHASING, SUPPLIES

Placement Services

The Washington Square Business and Industry Placement Office welcomes all NYU students wishing to explore career opportunities in business, industry, and government.

All freshmen, sophomores, and juniors are invited to participate in a free career exploration course offered twice per semester. Topics covered include self-evaluation, sources of information about occupational opportunities, and strategies and techniques useful in job searches.

Other services and programs offered are these: individual career counseling, direct job referrals, on-campus interviews, a Career Fair in October and a Job Fair in May, workshops in the writing of résumés and in interviewing skills, résumé books, business and industry seminars, corporate visitations, a career alumni advisement program, a library of company literature, and information about internships. To take full advantage of the office, a student must register in the spring preceding the junior year.

The staff will be happy to talk with students about any aspect of career plans or a job search. Office hours are Monday through Thursday, 9 a.m. to 7 p.m., and Friday, 9 a.m. to 5 p.m.

Purchasing Policy

The responsibility for the purchase of all supplies, equipment, and services is centered in the Purchasing Services Division, located on the 5th floor of 269 Mercer Street, Washington Square Center. Requests for such purchases should
be made on purchase requisition forms provided for that purpose and should be signed by the principal departmental officer or delegate. All requisitions should be filled out in detail and should include catalog numbers and other references whenever available. The staff of the Division is ready to give assistance and advice, if requested, in connection with preparing specifications by obtaining price estimates.

Supplies and the Stockroom

The Purchasing Services Division also operates the Central Supply and Receiving Section ("the Stockroom") at 29 Washington Place, Washington Square Center, where office supplies, many in stock, may be obtained by University offices on presentation of a requisition designed for the purpose. A printed list of items carried in stock may be obtained by calling ext. 3197 or 3198 at Washington Square. Deliveries to centers other than Washington Square (excluding the Medical Center) are made according to the schedule shown on the stock list.

LEGAL MATTERS

Signing of Contracts; Service of Legal Papers

The handling of all legal matters arising from, or pertaining to, the operations of the University is the responsibility of the General Counsel of the University whose office is located on the 11th floor of Elmer Holmes Bobst Library; telephone 598-2691.

Administrators and faculty members should not sign contracts, leases, or other agreements without proper written authorization, as well as required legal and financial reviews, and should not reply to letters received from attorneys concerning University business. Answers to such communications will be prepared by the office of the General Counsel after consultation with the faculty member or
administrator concerned. Similarly, under no circumstances should anyone not an officer of the University accept service of legal papers, such as subpoenas, citations, court summonses, or violation notices. Anyone who wishes to serve such papers on the University should be referred to the office of the General Counsel, which will accept them officially on behalf of the University.

Refusal by a faculty member or administrator to accept service is not illegal; it is in fact the proper procedure and in the best interests of the University. If a process server refuses to be cooperative and insists upon leaving the papers, telephone at once to the office of the General Counsel, ext. 2691, and ask for instructions.

The office of the General Counsel is responsible only for official University business and is not staffed to provide personal legal assistance except in the special instances described in Appendix A under the heading of "Legal Protection for Faculty Members." In exceptional cases, however, the office will upon request suggest the names and addresses of legal organizations or other counsel to University personnel in need of such assistance.

Releasing Personal Information

Faculty members wishing to have information about their status at the University officially transmitted to persons or institutions outside the University should apply to the Faculty Records Office, in order to execute the required consent form.
SOURCES OF INFORMATION

Information Center. The University Information Center, on the main floor of Bobst Library, tries to answer any and all questions about the University or to refer the caller to someone who can supply the desired information. The telephone extensions to call are 3127, 3128, or 3129.

The Center also supplies information on subways, buses, PATH trains, and a number of other topics concerning the city.

The Center is open from 9 a.m. to 8 p.m. Monday through Thursday, 9 a.m. to 5 p.m. Friday, and 10 a.m. to 2 p.m. Saturday. A general travel information desk housed in the Center is open from 9 a.m. to 5 p.m. Monday through Friday.

Student Press. The general undergraduate newspaper is the Washington Square News, published twice a week and available free of charge.

The New York University Report. The Report is a biweekly tabloid newspaper published by the Press Office that reports on activities, programs, and people of the University. Like the student newspapers it is available free of charge.

Press Office. The Press Office gathers, writes, and disseminates University news. It is the central agency for the distribution of news releases and is in daily contact with newspapers, wire services, magazines, professional journals, radio and television newscasters, and the producers of documentaries. It also maintains biographical and other background files on faculty and staff members, answers inquiries from the press, and provides input to the Report, the Alumni News, and other University publications.

The cooperation of faculty and staff members in furnishing information on possible news stories is needed and invited. Such information includes reports on forthcoming talks or
articles, research progress, educational developments, special events, public services, and professional honors.

Other Sources. Listed below are a number of statements and publications of value.

- Various guidelines and policy statements of particular interest to the faculty member are set forth in the Appendixes to this Handbook.

- The brochure mentioned under "Benefits" should be obtained as a matter of course from the Benefits Office in Kimball Hall.

- Each school and college puts out its own Bulletin, which contains much information on local practices and rules; some schools have issued manuals for faculty use.

- The Telephone Directory contains departmental listings from which considerable information can be derived about the organization and operating modes of the various divisions of the University.

- The section headed "Sponsored Programs" describes the manual prepared by the Office of Sponsored Programs.

- Faculty members who take on administrative responsibilities involving the supervision of staff, even if only one secretary, should know about these publications:

  (1) The Collective Bargaining Agreement between New York University and the United Staff Association of New York University, Local 3882, NYSUT, AFT, AFL-CIO. This contract covers office (Code 106) and technical (Code 104) employees.

  (2) The Administrative and Professional Handbook, which details the policies applicable to Code 100 employees.
(3) The Statement, effective September 1, 1981, of Personnel Policies for full-time nonfaculty Professional Research Employees (Code 103).

- A Student Handbook that provides much information to students and faculty members alike is published every year by the Office of Student Affairs. Copies may be obtained at the Information Center or at Room 208 in the Loeb Student Center.

- The Recommendations of the Committee on University Purposes and Guidelines, better known as "The Hindle Committee Report," sets forth guidelines on the legitimate extent of political activity feasible and permissible in a university community.

GRAPHIC ARTS

Reprographic Services

The office of Reprographic Services is a part of the Public Affairs Department and serves all University departments. The services performed include typesetting, photo-offset printing, Xeroxing, addressing and mailing, and allied processes, using advanced techniques. Any department or officer wishing to use any of these services should place an order with Reprographic Services on the appropriate requisition form. The staff is also available for consultation. The office of Reprographic Services is located in the basement of Kimball Hall, 246 Greene Street, at the Washington Square Center.

Photographic Department

The Photographic Department, a part of the Office of Advertising and Publications, offers a complete photographic service and coordinates all official photography within the University. Assignments may be arranged for still photography in both black-and-white and color and for slide presentations. Typical assignments include photographic coverage of special
events (e.g., Commencement), individual portraits, series of pictures for a brochure or publication, and reproduction of graphs and charts.

The office also maintains an extensive reference file of all photographs taken for the University, and prints may be ordered from any of the negatives kept on file.

A current price list for the department's services is available on request.

Advertising and Publications

The Office of Advertising and Publications reports to the Director of Public Affairs. The Office, an operating unit that includes a staff of specialists in graphics, writing, editing, media, production, and the promotion of student recruitment, coordinates the advertising and publications program of the University. It designs recruitment campaigns for University schools and programs, approves the substance and form of all advertisements and publications, supervises mailing and distribution, approves requisitions, and advises in the preparation of budgets.

The Office also designs, edits, and arranges for the printing and distribution of most of the official publications of the University, including school bulletins.

Any department or officer wishing to make use of available services should place an order with the Office of Advertising and Publications on the appropriate requisition form, signed by the officer responsible for the expenditure. To meet with the staff member assigned to a specific school or administrative unit, telephone ext. 7052.

Bulletins

Each school, college, and division of the University, under the direction of its dean, issues its own bulletin or
bulletins describing its entrance and degree requirements, programs of study, and the like. It is incumbent upon the individual faculty member whose particular courses are described therein to inform the departmental executive officer of all essential changes that may make revision of the course description in the bulletin advisable.

SOCIAL, CULTURAL, RELIGIOUS

New York University Club

The New York University Club, located in the Town Hall building at 123 West 43rd Street, was founded in 1956. All alumni, faculty members, and administrators of equivalent rank are eligible for membership. The Club has dining, banquet, and meeting facilities for members and their guests and a health club that features a sauna, exercise room, masseur and masseuse, showers, and sun lamps. The Club sponsors groups to attend performances at the Metropolitan Opera, Philharmonic Hall, the New York State Theatre, City Center, and hit Broadway shows as well as special showings at art museums. Club events include dinner-dances, wine-tasting dinners, and special events organized to meet men and women prominent in contemporary life.

Faculty Women's Club

Wives of faculty members and women members of the faculty from the various centers of the University are eligible for membership at nominal dues in the Faculty Women's Club, which meets monthly during the academic year, usually at the Washington Square Center. It maintains two scholarships for women students. It offers a buffet supper annually and other special events on an irregular schedule. Current members of the Club can give information about membership and meetings.

Membership in the Faculty Women's Club is voluntary, as is membership in the New York University Club. Initiation fees
and dues are regarded as personal expenses and are not reimbursable by the University.

Galleries

The Grey Art Gallery and Study Center on the ground floor of the Main Building is a fine arts museum that each year organizes at least five exhibitions and imports an average of two traveling exhibitions. The University Art Collection, which currently holds upwards of 4,000 works of art, is administered by the same authority that operates the Gallery.

The 80 Washington Square East Galleries mount an annual Small Works Competition in which entries by many American and European artists are exhibited. Other exhibits, seminars, lectures, and receptions take place at various times throughout the year. The galleries provide exhibition facilities and a working laboratory for the Department of Art and Art Education of the School of Education, Health, Nursing, and Arts Professions.

Lectures and Other Events

On departmental bulletin boards will be found posters listing lectures, meetings, and special events sponsored by The Humanities Council. Bulletin boards also carry the monthly Calendar of Events issued by the Faculty of Arts and Science.

Performances and Entertainments

Advance notice of theatrical, musical, and dance events is usually to be found in the student newspapers. From time to time special notices are circulated to departmental bulletin boards.

Religious Activities

As a nonsectarian institution, New York University maintains no formal ties with any particular religion or denomination.
but does encourage the maintenance of active religious organizations. The Catholic Center is located at 58 Washington Square South, the Jewish Culture Foundation is located in Loeb Student Center, and representatives of Protestant denominations and student groups programming religious activities can be reached through the Student Activities Office at 21 Washington Place.

RECREATION AND HEALTH

Athletics and the Coles Sports and Recreation Center

Recreation. The Department of Athletics, Intramurals, and Recreation is housed in the Jerome S. Coles Sports and Recreation Center, 181 Mercer Street, and has the threefold mission of administering the recreation, intramural, and intercollegiate athletic programs of the University.

Recreational activities are designed to respond to the needs and interests of the entire University community--students, faculty, administration, staff, and alumni--and a limited number of neighboring community residents. The recreation program has two major components. Instructional activities are intended to develop skills and healthful habits to be used throughout life. General recreation, informal and unstructured, is meant to provide personal enjoyment, conditioning, and relaxation.

The facilities available to those with membership in the Coles Sports and Recreation Center include a weight-training room, handball-racquetball courts, outdoor tennis courts, a jogging track, a physical fitness-calisthenics room, and a field house that can be used for basketball, tennis, or volleyball.

Full-time and part-time faculty members (except those teaching only in noncredit courses and programs) who are not in arrears to the University are eligible to purchase memberships for the use of the Coles Center. The membership period is September 1 to August 31; prorated memberships may be purchased after
February 1. Family memberships are available to full-time faculty members. Guest privileges are available to all faculty members. Fees, schedules, rules, and procedures pertinent to memberships in the Coles Center and the recreation program are published annually and are available through the membership office of the Center.

Intramural activities provide participation and growth possibilities to those members of the Center whose widely differing abilities, interests, and priorities warrant more structured and somewhat more formal levels of competition than recreational participation can provide.

Intercollegiate athletics offer desirable opportunities for physical, confidence, and leadership development for those men and women of the student body interested in higher levels of competition. New York University is a member of, and adheres to the rules and regulations of, the National Collegiate Athletic Association, the Association for Intercollegiate Athletics for Women, the Eastern Collegiate Athletic Association, and the ICAAAA, as well as a number of local and regional associations in particular sports. The University maintains a program of intercollegiate competition in a number of men's sports, including junior varsity basketball, swimming, fencing, wrestling, tennis, golf, soccer, and track. There is varsity competition for women in volleyball, basketball, swimming, fencing, and tennis.

Health Services and Medical Examinations

The University Health Service at 13 University Place is prepared to provide first aid and emergency care; physician referrals; allergy immunization when properly recommended by a private physician; an annual physical examination for a minimal fee; travel immunizations, also for a minimal fee; prenatal blood tests; pregnancy tests; eye tests for driver's license renewals; blood pressure readings; and influenza vaccinations for a small fee for faculty members aged 65 and over. Psychiatric evaluation and referral are available at 14 University Place.
THE STUDENTS

Student Extracurricular Activities

The academic programs at New York University are supplemented by a large variety of extracurricular activities. The many undergraduate student organizations range from clubs associated with academic departments through student government, publications, and special interest groups. Student organizations, for the most part, are open to students wherever enrolled in the University. In addition, many special activities are scheduled (lectures, concerts, exhibits, socials) to which all members of the student body and faculty are invited.

There are opportunities to serve as advisers for student organizations, and faculty members are urged to participate in the student activities program in such capacities, thus supporting the University in its attempt to advance the education and well-being of students outside as well as within the classroom.

Student Centers

The Loeb Student Center and the Student Activities Annex at 21 Washington Place are focal points for students at Washington Square. They house student organization offices, meeting rooms, game rooms, lounges, and dining facilities. While students enjoy priority in the use of these facilities, a cordial welcome is extended to all members of the faculty to make use of as much of the service as is available.

Foreign Student Adviser

Foreign students and Exchange Visitors should apply to the Office of the Foreign Student Adviser on the 2nd floor of 21 Washington Place for advice and assistance in connection with immigration, questions, the transfer of funds from countries with foreign currency restrictions, personal counseling, and similar matters.
THE CONTINUING UNIVERSITY

Public Relations

New York University is really a community—a large community of over 60,000 students, members of faculties, administration, and staff. The responsibility of informing the various interested publics of news and developments within that community is the primary mission of the Office of Public Affairs and the bureaus reporting to that office. How regularly and expertly our publics are informed bears strongly on the future of the entire University.

The importance of those various publics is obvious as soon as they are named. There are the legislators—national, state, and municipal—whose deliberations and laws affect the fiscal health, outreach, and funding of research projects here. Corporations, foundations, alumni, and private contributors are all publics who are important to us. Secondary education across the United States is still another public, for it is the members of this group who counsel students in college or university selection as well as select the best institution for their own work in advanced degrees and research. Prospective students and the parents of those students are two additional publics that expect to receive news and information about University affairs. And finally, there is the New York University community itself, which likes to know and deserves to know what goes on there in administrative decisions, in academic innovation and reform, in changes and additions to physical plant, in noteworthy achievements by faculty colleagues and fellow students.

News releases, contact with editors and editorial specialists in all print and broadcast media, bulletins and catalogs, advertising, still photography and motion picture film, direct mail, distribution of reprints of notable speeches and policy statements by administration and faculty—these are some of the communications tools and procedures under the general or specific supervision of the Office of Public Affairs.
But the public relations of New York University are, literally, also the business of everyone who works for the University, from its President to its newest employee. For while the Office of Public Affairs is charged with the formal mission of helping to develop a high regard for this University by disseminating official information through recognized media and established channels of information, the most telling impression someone gains may depend on how courteously a telephone is answered; what a staff member tells his friends about his work; how effectively a member of our community works in his own home community; how students respond to the quality of teaching and the counseling they receive throughout their undergraduate and graduate years here.

One measure of the stature of an educational institution is the frequency of its appearance in the news, and second is the frequency with which it is consulted by news media for background assistance on key educational trends. On both counts, New York University must be considered as a principal educational resource because of the national press attention it secures and the willingness of editorial people to seek information here.

University Development

As a private institution, New York University depends on individual, foundation, and corporate philanthropy to augment income from tuition, fees, and service charges. Gifts from private sources are essential to the University's fulfillment of its primary responsibility—to provide quality education to its students and public service to the community and the nation. The Office of the Vice President for Development, which reports to the Vice President for External Affairs, is charged with the responsibility of raising the funds required to ensure the University's ability to carry out its mission and to set new standards of excellence.
Currently, the Office for University Development is engaged in Phase II of a $255-million Leadership Campaign. The purpose of the campaign is to build the financial support needed to recruit and retain faculty members of demonstrated promise and accomplishment, to initiate innovative research and educational programs, to improve existing facilities and equipment, to help meet current operating expenses, and to build new facilities that will enable the University to expand its role as a great urban education center. The Office for University Development, in concert with other offices, coordinates the efforts of the Board of Trustees, University personnel, alumni, and friends of the University in attracting from the private sector the support needed to realize those objectives.

The mobilization of support for the University's academic program and physical facilities is a major effort in which the participation of faculty members is important. Each faculty member is urged to cooperate with and assist in this effort.

The Albert Gallatin Associates

Individuals, corporations, foundations, and groups contributing $1,000 or more to the University within the fiscal year become members of The Albert Gallatin Associates for that year. The membership also includes donors who made earlier substantial gifts qualifying them for continued membership. Through such generous financial aid, New York University is able to continue its tradition of private support, a tradition that has produced invaluable service and exercised an influence felt throughout the community, the nation, and the world.

The concept of service inherent in the program of the Gallatin Associates is symbolized through the granting of the New York University Gallatin Medal each year to a graduate, honorary alumnus, or member of the University family who has made a contribution of lasting significance to society. Further information about this program is available from the Director.
of Albert Gallatin Associates, Office for University Development, 25 West Fourth Street, 598-7613.

New York University Alumni Federation

The Alumni Federation, a grouping of alumni associations of the colleges and schools of the University, maintains headquarters at 22 Washington Square North. The official publication of the Federation is The New York University Alumni News.
APPENDIX A: POLICIES CONCERNING THE PROTECTION OF RIGHTS, AND OTHER MATTERS

(This statement of University policy is based upon actions taken at various times by the Board of Trustees and the University Senate.)

New York University is committed to a policy of equal treatment and opportunity in every aspect of its relations with its faculty and staff members, without regard to race, color, religion, sex, sexual orientation, marital or parental status, national origin, citizenship status, age, or handicap. This includes, but is not limited to, recruitment, hiring or appointment, selection for training, transfer, layoff, promotion, granting of tenure, rates of pay and other forms of compensation, and participation in University-sponsored educational, social, and recreational programs.

The University shall exclude from its placement offices and all other facilities recruiters from any entity which in employment matters has been determined to have a practice of either (a) unlawfully discriminating on any of the foregoing bases, or (b) discriminating on the basis of sexual preference. Nothing contained in this paragraph shall be construed to bar any religious or denominational institution or organization or any organization operated for charitable or educational purposes, which is operated, supervised, or controlled by or in connection with a religious organization, from recruiting for employment or from making such selection for employment as is calculated by such organization to promote the religious principles for which it is established or maintained.

Notwithstanding the provisions of paragraph I, as long as entities which fund the scholarly and academic pursuits of
Dated July 1993

the members of the NYU community are required to withhold funding from institutions of higher learning pursuant to section 606(a) of Public Law 92-436 and similar and successor statutes, the University may allow recruitment by such entities, including the Armed Forces of the United States.

New York University will assume no responsibility to reimburse employees for expenses incurred in using the facilities of private clubs that discriminate.

**Statement of Policy on Sexual Harassment.**
(First issued by the University in 1980 and amended at various times since then.)

New York University is committed to maintaining a learning and working environment for all students, faculty, and staff that is fair, humane, and responsible -- an environment that supports, nurtures, and rewards career and educational advancement on the basis of ability and performance. Sexual harassment undermines the character and purpose of the University.

Title VII of the Civil Rights Act of 1964, as amended, as well as state and local law, prohibits unlawful discriminatory treatment of any employee on the basis of sex. At New York University, we expect all members of our community to act in accordance with the law. The University will not condone discriminatory conduct and will take prompt and remedial action upon receipt of knowledge that such behavior has occurred.
DEFINITION

Sexual harassment is in no way limited to sexual assault; it includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It may involve the harassment of women by men, the harassment of men by women, harassment between persons of the same sex, and harassment because of one's sexual orientation.

Based upon guidelines issued by the Federal Equal Employment Opportunity Commission, three basic criteria determine whether an action constitutes unlawful sexual harassment:

* submission to the conduct is either an explicit or implicit term or condition of employment or a basis for participation or advancement in the academic program or University sponsored activity;
* submission to or rejection of the conduct is used as a basis for a decision affecting an individual’s employment status or academic standing;
* the conduct has the purpose or effect of interfering with an individual’s performance on the job or in the classroom by creating an intimidating, hostile, or offensive work or educational environment.

Sexual harassment is subject to disciplinary action within the NYU community. The following are examples of conduct considered to be sexual harassment:

* unnecessary physical contact;
* sexually degrading words to describe a person;
* repeated propositions or explicit demands for sexual activity not mutually agreeable to both parties;
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* obscene pictures or objects displayed in University buildings or during University business;
* taking official action or evaluating a person by looks or body instead of merit.

RESPONSIBILITIES

It is everyone’s responsibility to combat sexual harassment, but it is specifically the duty of officers, deans, department heads, faculty, directors, and supervisors to

* foster an atmosphere where it is known that such conduct is not tolerated and where it is clear to everyone that, when proved, it will be dealt with under the policies and procedures established by the University;
* develop a greater awareness of the problem so that sexual harassment may be prevented;
* eliminate any and all forms of sexual harassment and intimidation of which they are aware.

INFORMAL SUPPORT AND ADVICE

Many instances of sexual harassment can be resolved through informal measures on campus. Resolution of a suspected case can often be achieved through a discussion with the person directly involved. If this does not remedy the situation, or if there is a reluctance to deal directly with the person involved, there are other informal means available at the University. In case of assault or harassment, always feel free to contact the following individuals for support and to seek advice about informal options for discussion and counseling:
In addition, to find out about the special committees established within some schools, consult with Office of the Dean of the relevant school for specific information.

FORMAL COMPLAINT PROCEDURES

Should informal measures seem inappropriate or fail to resolve the situation, charges of sexual harassment can be filed by following the University's established grievance procedures for students, faculty, and staff who believe that they have been subjected to harassment in any form. Please consult the current issue of the Student's Guide to NYU and appropriate faculty and staff handbooks for further details.

Sexual assault and rape are serious violent crimes, and charges of these crimes should be directed to the New York City Police Department (911) or to NYU's Protection Services (998-2222).

For clarification of the University policy or assistance in deciding how to proceed, all members of the University may contact

Evelynne R. Patterson, Assistant Vice President for Equal Opportunity, Bobst Library, Room 1202 (998-2370)
Legal Protection for Faculty Members

Certain principles govern the circumstances under which New York University will undertake to defend and indemnify members of the faculty in litigation arising from the performance of their duties. The principles outlined below were approved by the Board of Trustees on December 14, 1981.

A. The University's Obligation

The University is obligated by the State Board of Regents to provide indemnification under specified conditions to trustees, officers, and employees. Section 18 of the University Charter provides that "Any person made a party to any action, suit or proceeding by reason of the fact that he, his testator or intestate, is or was an officer or employee of New York University, or an officer or member of the Board of Trustees of said University, or an officer or member of the managing board of any separate administrative unit of said University, or of any corporation which he served as such at the request of said University, shall be indemnified by said University against the reasonable expenses, including attorneys' fees, actually and necessarily incurred by him in connection with the defense of such action, suit or proceeding, or in connection with any appeal therein, except in relation to matters as to which it shall be adjudged in such action, suit, or proceeding that such person is liable for negligence or misconduct in the performance of his duties. Such right of indemnification shall not be deemed exclusive of any other rights to which such person may be entitled apart from the provisions of this paragraph."

B. Additional Activities Deemed To Be Within the Scope of Employment of Faculty Members

In addition to the normal range of intramural activities traditionally considered to fall within the scope of
employment of a member of the New York University faculty, it is recognized that members of the faculty, as members of a collegial and learned profession, are called upon from time to time and for nominal or no compensation to evaluate the scholarship or other qualifications of members of faculties of other institutions of higher learning for purposes of promotion or tenure. Where a member of the University faculty undertakes such activity, he or she shall be afforded the same degree of legal protection by the University for that activity as for his or her other faculty duties whenever an equivalent degree of protection is not provided by the other institution.

Similarly, it is recognized that faculty members of other institutions of higher learning often participate in tenure and promotion evaluations of members of the New York University faculty. Where such external persons are not entitled to receive legal protection from their own institutions for such participation in New York University faculty evaluations, the University is prepared to offer them such protection on the same terms and conditions as it is afforded to our own faculty.

C. Litigation over Confidential Evaluations

In order to preserve a meaningful process of peer review for promotion and tenure, it is vital to obtain candid analysis and opinion from qualified scholars. Therefore, it is the general policy of New York University to treat as confidential all evaluations of University faculty, making only such limited exceptions as are necessary to permit informed review of promotion and tenure decisions by the appropriate decision makers and review panels within the University. Where external litigation arises, it is the policy of the University to preserve the confidentiality of evaluations wherever possible. It is recognized, however, that situations may arise in which binding and enforceable court orders will compel the
University either to surrender confidential documents or information or to face contempt proceedings. In such cases, the University must make a conscientious judgment as to the appropriate course to follow. Where a faculty member of the University properly maintains exclusive possession of a confidential document or exclusive knowledge of facts which are the subject of a court disclosure order, he or she may similarly be faced with a choice between compelled disclosure and contempt. It is the policy of the University under such circumstances, to furnish the faculty member with legal assistance should he or she choose to resist such order by asserting in good faith, a conscientious belief that disclosure would significantly infringe on academic freedom. In the event legal services are supplied directly to a faculty member or by outside counsel in connection with any actual or threatened action to hold such faculty member in contempt, this shall not be construed as reflecting any view of the University in support of the position expressed by the faculty member. Should the faculty member eventually be subject to a final order or judgment imposing sanctions or penalties for a refusal to make disclosures, such sanctions or penalties would be borne by the faculty member.

D. Procedures for Furnishing Legal Assistance to Faculty

Where a faculty member wishes to request indemnification under the provisions of Section 18 of the University's charter (and as further defined by this memorandum), he or she must promptly notify the University's Office of Legal Counsel, in writing, of any actual or threatened action, suit, or proceeding, as to which entitlement to indemnification is claimed.

The Office of Legal Counsel shall have the option to provide legal services directly to an entitled faculty member or to have the matter referred to appropriate outside counsel. Where the Office of Legal Counsel
determines that the matter should or must (because of a conflict of interest between the faculty member and the University) be referred to outside counsel, the final choice of the particular outside counsel shall be made jointly by the Office of Legal Counsel and the faculty member, and the fee arrangements must be approved by the Office of Legal Counsel.

E. Questions of Entitlement

Where a question arises as to a faculty member's entitlement to indemnification, the matter shall be referred to the General Counsel of the University for a determination. If a request for indemnification is denied in a case arising from a faculty member's refusal to comply with a court order to disclose confidential information, the faculty member may request a review of the determination by the Faculty Council Grievance Committee. That committee shall make a recommendation to the Provost of the University, whose decision shall be final. These provisions, however, shall not preclude any faculty member denied indemnification from thereafter seeking judicial review of such denial.

Conflict of Interest

A Joint Statement of the Council of the American Association of University Professors and the American Council on Education

(Announced December 1964; endorsed by the Board of Trustees on May 23, 1966)

The increasingly necessary and complex relationships among universities, Government, and industry call for more intensive attention to standards of procedure and conduct in Government-sponsored research. The clarification and application of such standards must be designed to serve the purposes and needs of the projects and the public interest involved in them and to protect the integrity of the cooperating institutions as agencies of higher education.
The Government and institutions of higher education, as the contracting parties, have an obligation to see that adequate standards and procedures are developed and applied; to inform one another of their respective requirements; and to assure that all individuals participating in their respective behalves are informed of and apply the standards and procedures that are so developed.

Consulting relationships between university staff members and industry serve the interests of research and education in the industry. Likewise, the transfer of technical knowledge and skill from the university to industry contributes to technological advance. Such relationships are desirable, but certain potential hazards should be recognized.

A. Conflict Situations.

1. Favoring of outside interests. When a university staff member (administrator, faculty member, professional staff member, or employee) undertaking or engaging in Government-sponsored work has a significant financial interest in, or a consulting arrangement with, a private business concern, it is important to avoid actual or apparent conflicts of interest between his Government-sponsored university research obligations and his outside interests and other obligations. Situations in or from which conflicts of interest may arise are the:

   a) Undertaking or orientation of the staff member's university research to serve the research or other needs of the private firm without disclosure of such undertaking or orientation to the university and to the sponsoring agency;

   b) Purchase of major equipment, instruments, materials, or other items for university research from the private firm in which the staff member has the interest without disclosure of such interest;
c) Transmission to the private firm or other use for personal
gain of Government-sponsored work products, results,
materials, records, or information that are not made generally
available. (This would not necessarily preclude appropriate
licensing arrangements for inventions, or consulting on the
basis of Government-sponsored research results where there is
significant additional work by the staff member independent of
his Government-sponsored research);

d) Use for personal gain or other unauthorized use of
privileged information acquired in connection with the staff
member’s Government-sponsored activities. (The term
"privileged information" includes, but is not limited to,
medical, personnel, or security records of individuals;
anticipated material requirements or price actions; possible
new sites for Government operations; and knowledge of
forthcoming programs or of selection of contractors or
subcontractors in advance of official announcements);

e) Negotiation or influence upon the negotiation of contracts
relating to the staff member's Government-sponsored research
between the University and private organizations with which he
has consulting or other significant relationships;

f) Acceptance of gratuities or special favors from private
organizations with which the university does or may conduct
business in connection with a Government-sponsored research
project, or extension of gratuities or special favors to
employees of the sponsoring Government agency, under
circumstances which might reasonably be interpreted as an
attempt to influence the recipients in the conduct of their
duties.

2. Distribution of effort. There are competing demands on
the energies of a faculty member (for example, research,
Teaching, committee work, outside consulting). The way in
which he divides his effort among these various functions does
not raise ethical questions unless the Government agency
supporting his research is misled in its understanding of the
amount of intellectual effort he is actually devoting to the research in question. A system of precise time accounting is incompatible with the inherent character of the work of a faculty member, since the various functions he performs are closely interrelated and do not conform to any meaningful division of a standard work week. On the other hand, if the research agreement contemplates that a staff member will devote a certain fraction of his effort to the Government-sponsored research, or he agrees to assume responsibility in relation to such research a demonstrable relationship between the indicated effort or responsibility and the actual extent of his involvement is to be expected. Each university, therefore, should--through joint consultation of administration and faculty--develop procedures to assure that proposals are responsibly made and complied with.

3. Consulting for Government agencies or their contractors. When the staff member engaged in Government-sponsored research also serves as a consultant to a Federal agency, his conduct is subject to the provisions of the Conflict of Interest Statutes (18 U.S.C. 202-209 as amended) and the President’s memorandum of May 2, 1963, Preventing Conflicts of Interest on the Part of Special Government Employees. When he consults for one or more Government contractors, or prospective contractors, in the same technical field as his research project, care must be taken to avoid giving advice that may be of questionable objectivity because of its possible bearing on his other interests. In undertaking and performing consulting services, he should make full disclosure of such interests to the university and to the contractor to the extent that they may appear to relate to the work at the university or for the contractor. Conflict of interest problems could arise, for example, in the participation of a staff member of the university in an evaluation for the Government agency or its contractor of some technical aspect of the work of another organization with which he or she has a consulting or employment relationship or a significant financial interest, or in an evaluation of a competitor to such other organization.
Statement of Policy on Faculty Responsibility to the University

(Approved by the Board of Trustees on December 10, 1984)

Preamble

The premises of this Policy are two: First, the University exists to pursue and to transmit knowledge, and its faculty serves these goals through their primary commitment to teaching, research and collegial support activities. Second, insofar as consistent with that commitment, it is appropriate and often desirable that faculty members participate in public and private activities beyond their University association. The purpose of this Policy is to assist the faculty in determining whether or to what extent such other activities may conflict with the faculty’s primary commitment to teaching, research and collegial responsibilities.

The Committee on Institutional Responsibility

Normally it is expected that there will be no conflict between faculty commitment to the University and other activities in which faculty members may engage. Furthermore, to the extent any questions of possible conflict may arise, it is anticipated that the faculty member will quickly resolve the issues. There is no need to belabor the point that compensated outside activity, of whatever kind, during the academic year that requires more than the equivalent of an average of one day per week of a faculty member’s professional effort normally presents an impermissible conflict, as would a faculty member’s assumption of a principal managerial position. Similarly there could be little doubt that use of student services for private gain would be inappropriate. Also, more than a "de minimus" use of University resources for private gain would be inappropriate. Even in many less obvious situations doubts will readily be resolved by reference to relevant University policies that are set forth
in the Faculty Handbook, at the pages indicated,* dealing with Teaching Assignments (56-57), Academic Responsibilities of the Faculty Member (57-59), Restrictions on Outside Employment (60-61), Sponsored Programs (61-62), Sabbatical Leave (62-64), Conflict of Interest (112-115), Guidelines for Sponsored Research (116-117), Statement of Policy on Patents (117-122), and Statement of Policy on Copyrights (123-124). Faculty members are individually responsible for being knowledgeable as to those policies.

Situations will arise, of course, in which a faculty member may reasonably be uncertain, even after resort to the relevant policies and consultation with that faculty member's dean, as to whether or under what circumstances an outside activity may present a conflict. To provide advice and if necessary make determinations in such situations, there is established a University Committee on Institutional Responsibility. That Committee shall consist of a Chairperson and six members, all of whom shall be tenured members of the faculty, and who shall be appointed for staggered three-year terms by the Chancellor after consultation with the Faculty Council. The Committee shall establish its own rules of procedure.

The responsibility in the first instance for determining whether an outside activity presents a conflict of interest or commitment rests with the faculty member concerned. If there is any reasonable doubt as to whether an outside activity may constitute such a conflict, the faculty member must consult his or her dean, and if that doubt is not resolved, the Committee on Institutional Responsibility. The Committee's determination, including any conditional determination, shall be final and binding.

* Page references are to the 1982 loose-leaf edition of the Faculty Handbook in use at the time of Board action.
Guidelines

These guidelines are not intended to be all inclusive or to supplant provisions of the detailed policies set forth in the Handbook. Rather, they indicate some situations in which it is expected that a faculty member would normally consult his or her dean and, if necessary the Committee on Institutional Responsibility. These include any situation in which the faculty member would

1. be employed by another academic institution other than while on leave of absence from the University,

2. have a significant financial interest in, or accept a substantial consulting assignment with an entity which would do business with, or compete against the University,

3. engage in sponsored research to which the sponsor has established access limitations or presentation or publication delays beyond a 60-day period for patent filing, etc.; free and widespread dissemination of information is an essential ingredient of faculty activity,

4. grant an exclusive license to a sponsor of research,

5. assume an executive or managerial position in a public or private organization.

It cannot be emphasized too strongly that the duty to consult exists in any case in which a faculty member should reasonably discern a conflict of interest.

Reporting

This Policy on Faculty Responsibility to the University has been faculty generated and is essentially to be faculty administered--first by the individual faculty member and
ultimately, in the case of any unresolved question, by a faculty University Committee on Institutional Responsibility. To serve all of its purposes, however, the Policy and its operation must enjoy the confidence of the faculty at large, the University administration and the larger public the University serves. This can only be accomplished by making available information concerning the facts and significance of outside activities of faculty members. To that end, and in order that there may be an overview of the extent of the outside activities of the faculty, there shall be established the reporting mechanisms set forth below, which are intended to provide relevant information without needlessly intruding into private affairs.

The Committee on Institutional Responsibility shall, as a first order of business, establish the format and content for reporting by individual full-time faculty members to their deans as to their outside activities. Generally, such reporting will focus on (i) the amount of time devoted to, and the source of compensation for consulting, research, and managerial activities (other than activities associated with learned or professional societies and professional practices normally accomplished within the pedagogical traditions of the academic discipline of the faculty member) and (ii) ownership of other significant financial interest in entities having a relationship to the University.

The Chancellor annually shall request a report by the deans on conflict-of-interest issues which have arisen and have been resolved within their respective schools. The Chancellor will convey the substance of such Reports to the Committee on Institutional Responsibility.

In an annual report published and distributed to the faculty, the Committee on Institutional Responsibility shall set forth its actions and decisions on the questions that have been presented, in order to establish further guidelines for the faculty. The anonymity of specific situations and individuals shall be preserved.
Guidelines for Sponsored Research
(Adopted by the University Senate April 15, 1971)

A. The University should not undertake research sponsored by either public or private groups or agencies, unless the results can be made public through normal scholarly channels. Consistent with this policy the University will not accept classified Government contracts.

B. The New York University Senate shall provide for a committee which shall conduct a review of the policies with regard to sponsored programs at intervals of no longer than three years.

C and D. The present University policy with regard to the protection of human and live subjects in connection with experimentation is sound and should be maintained, as is the University's present policy with regard to conflict of interest.

E. Questions of the suitability of research in terms of intellectual, social, or moral criteria are best handled through peer contact and communication. To this end every sponsored research project should have a summary of its purposes and a record of its sponsorship on file with the Office of Sponsored Programs and other locations that the Provost and Executive Vice President for Academic Affairs designates. The summary should include the name of the project, its principal investigator, and dollar value. The summaries should be made available to the academic community on an annual basis and their availability should be publicized annually.

F. The Committee reaffirms the policy that sponsorship of a program confers no special rights on the donor in its operation or in the determination of its outcome.

G. The Provost and Executive Vice President for Academic Affairs of the University or his designated representatives shall have the responsibility to review and approve all proposals for sponsored research contracts or grants.
Principles and Procedures for Dealing with Allegations of Faculty Misconduct in Scientific Research

(Adopted by the University Senate, April 17, 1986)

In dealing with allegations of misconduct and following the procedures outlined here, faculty and administrators are urged to keep in mind the following basic principles:
1. that research, teaching, and patient care should conform to the highest standards;
2. that members of the academic community have a responsibility to report what they believe to be scientific misconduct and to cooperate in investigations of scientific misconduct; this duty of cooperation includes the obligation to provide all documentation reasonably requested by those charged with investigatory responsibilities herein;
3. that allegations of misconduct are to be investigated promptly, thoroughly, and judiciously;
4. that the rights and reputation of all parties involved in allegations of misconduct, including those suspected of misconduct and those who report misconduct in good faith, are to be protected.

PROCEDURES

I. REPORTING ALLEGATIONS

A. An initial report of suspected scientific misconduct should be brought to the attention of the person directly responsible for the individual whose actions are in question. If this person is not the department chair, he or she shall immediately report the allegations to the department chair, who shall in turn notify the Dean. In so notifying, the department chair shall bring to the Dean's
attention any indication that the report is frivolous or otherwise insubstantial. Allegations that concern a department chair are to be brought directly to the Dean. Allegations involving the Dean should be brought directly to the Chancellor. In any instance involving an allegation against a Dean, the word "Dean" as used below shall be deemed to mean the Chancellor or his or her designee.

II. INITIAL INQUIRY

A. The Dean, in consultation with the department chair, shall determine whether to authorize a preliminary inquiry. The department chair will conduct any such preliminary investigation of the allegations. The chair, with the approval of the Dean, shall appoint at least two persons selected from the New York University faculty. They and the chair shall make a determination as to whether or not a formal investigation should be carried out. The individuals appointed to investigate must be objective and impartial and must possess, where required, the competence to understand the research in question.

The individual(s) accused shall be advised of the accusation and of the existence of the preliminary inquiry. The inquiry and its findings shall not otherwise be disclosed by the investigators, except as necessary to carry out the assignment, or as otherwise provided herein. The department chair will report in writing to the Dean recommending whether or not a more formal investigation should be initiated.

B. Based on the recommendations of the committee, the Dean shall either dismiss the allegations for lack of merit, resolve them through informal processes without further investigation, or initiate a formal investigation. Upon
making such a determination, the Dean shall notify the individual making the allegations, the person(s) suspected of misconduct, and the department chair. If the charges are dismissed for lack of merit, the Dean shall give notice of that fact to the accused individual(s) in writing. Should the Dean decide to initiate further investigation, he or she will notify the Chancellor, the General Counsel to the University, any sponsoring agency, and, if a pending work is in question, the publisher or any other recipient organization.

III. FORMAL INVESTIGATION AND ACTION

A. If the Dean has determined that further investigation is warranted, he or she will promptly appoint a five member ad hoc committee to conduct a formal investigation, which may include the review of all research with which the individual has been involved. The individuals appointed must be objective and impartial and must possess sufficient competence to understand the research in question. The committee should include one or more persons with expertise in the scientific area in question; persons from at least two different schools of the University; at least one person from outside the University; and no person with prior involvement in the subject matter of the inquiry.

If the accused leaves the institution or refuses to cooperate, the investigation will continue according to the prescribed procedures.

B. In conducting the investigation, the committee shall comply with such procedures as may have been promulgated by the Chancellor of the University. Because the findings of this committee will serve as the factual basis for any subsequent disciplinary proceedings against
the accused individual, the procedures shall be such as will provide a full and fair opportunity for the person to be informed of and defend against the charges.

Any such rule shall include, at the minimum, the following provisions:

1. right of the accused to a clear written statement of the charges;
2. right of the accused to appear before the committee and present testimony on his or her behalf;
3. right of the accused to be accompanied by counsel when appearing before the committee;
4. right of the accused to a copy of a tape-recording which shall be made of all testimony; however, the committee shall deliberate and may discuss procedural matters in executive session;
5. right of the accused to examine the committee's file of non-confidential documents, receive a draft of the committee's final report, and comment upon it in writing and/or by appearing before the committee to present arguments in rebuttal;
6. right of the accused to a finding determined by majority vote on the basis of a preponderance of evidence;
7. right of the accused to a prohibition on all committee members, additional staff, and secretarial assistants from disclosing committee proceedings at any time, except as otherwise provided by these rules.

C. The committee shall conduct its investigation with all deliberate speed and submit to the Dean a written report of its findings of fact and conclusions along with the
entire file on the case. A copy of the report shall also be submitted to the accused by certified mail, with return receipt. The accused, may, if he or she desires, make a statement in writing within ten working days of delivery of the report, and this statement shall be considered by the Dean in conjunction with the committee report. If the Dean finds the report of the committee deficient in any major respect, the Dean may remand the report to the same committee for further consideration or may appoint a new committee.

The outcome of the fact-finding shall be reported to any organization given prior notice under the provisions of section II-B.

D. If the Dean agrees that the allegations are without merit, he or she shall make all reasonable efforts to protect or restore the reputation of accused parties. If the Dean finds that allegations were made in bad faith he or she shall recommend appropriate action against the reporter(s) in accord with the relevant disciplinary regulations of the University.

E. If the Dean agrees that the alleged misconduct is substantiated by a thorough investigation, he or she shall recommend sanctions including but not limited to the following: dismissal, suspension, reprimand, limitation on grant submissions, suspension or monitoring of research.

The procedure to be followed is as outlined in Title IV of the University's Statement on Academic Freedom and Tenure (as amended by the addendum to this report), unless the Dean recommends dismissal of a tenured faculty member, in which case he or she shall follow University rules set forth in Title III of the University's Statement on Academic Freedom and Tenure.
In the case of graduate students implicated in an inquiry into faculty misconduct, the outcome of fact-finding and the Dean's finding that allegations are substantiated shall be reported to the discipline committee (or its equivalent) of the School in which the student is enrolled.

F. Because of the special and technical nature of the facts and issues in these cases, the hearing committees provided for in Titles III and IV of the University's Statement In Regard To Academic Freedom and Tenure and in the various school disciplinary procedures shall not refile the facts, but shall treat the report of the formal investigative committee, established in section III-A of this report, as the factual basis for its proceedings. If the Title III or IV hearing committee or in the case of students, the relevant discipline committee, finds the report to be inadequate, it shall refer the report back to the Dean of the affected school for clarification or augmentation.

G. When a decision reached by the hearing committee under Title III or IV has become final, the Dean shall notify the individuals and agencies listed in section ___ of the decision. In addition, if alleged misconduct is substantiated, the Dean shall notify editors of any other affected journals and publications as well as institutions, individuals, and sponsoring agencies with which the individual has been affiliated.

H. Any appeal shall proceed under the appropriate provisions of Titles III or IV (as amended).
Statement of Policy on Patents

(As approved by the Board of Trustees, November 26, 1956, and amended through December 12, 1983.)

I. Objectives.
The policies and procedures with respect to patentable inventions developed at New York University are directed toward the following objectives and purposes: (a) establishment of an orderly system whereby inventions resulting from research conducted under University auspices will be developed and utilized in the best interests of the public, the inventor, and the University; (b) provision for both the University and the inventor to share equitably the royalties and other income arising out of inventions developed under University auspices.

II. Administration.
(a) Any school or college of the University may establish a school or college patent committee that shall make recommendations to the Dean on matters pertaining to inventions and patents within the school or college.
(b) The recommendations of the school or college shall be subject to the general oversight of the University Sponsored Research Committee and approval by the Chancellor of the University.

III. Contract with University Patents, Inc.
(a) The University, exclusive of the Medical Center, has entered into an agreement with University Patents, Inc., a patent management firm engaged in the business of promoting patentable inventions, whereby the University will submit to University Patents, Inc., any invention to
which the University has acquired or has the right to acquire title and rights to commercial exploitation and which the University believes may be patentable and should be developed for use by the public. Such invention may or may not be accepted by University Patents, Inc., depending upon the evaluation of the invention made by University Patents, Inc. (b) Upon accepting an invention (i) University Patents, Inc., acquires sole right and title, subject to contractual obligations of the University, to the invention and all patents obtained thereon; (ii) University Patents, Inc., uses its best efforts to obtain a patent on and to license the invention; (iii) University Patents, Inc., pays to the University a certain portion of the royalties or other income arising from the invention as set forth in the agreement with University Patents, Inc.; (c) Copies of the agreement between the University and University Patents, Inc., are kept on file in the Office of the Chancellor.

Research is an integral part of the educational program at New York University. Such activity, stemming from the interests of the University staff, is part of the staff's regular employment, and, in some instances, is covered by contractual arrangements with sponsors. In the latter situation, patent and invention rights of the inventor and the University are generally defined.

The next two sections, IV and V, of this Patent Policy delineate procedures for processing inventions developed under these two different sets of circumstances: (a) inventions developed by faculty, staff, and students and (b) inventions developed on University research projects and sponsored research projects.

IV. Inventions Developed by Faculty, Staff, and Students. (a) As a condition of either employment or continued employment by the University, or the receipt or continued receipt by a student of support from or through the
University, every member of the faculty or research staff, or other employee or student shall promptly after discovery submit to the Office of Sponsored Programs or to his or her school or college committee if one exists, any invention, which reasonably could be considered patentable, developed by him or her, or with some other person, either in the course of his or her employment by the University or in connection with research or related activities as a student. The University shall offer the invention to University Patents, Inc., pursuant to the terms of the aforementioned agreement between it and the University; or shall offer said invention to some other entity under similar conditions; or shall take other steps to evaluate and exploit the invention; or declare its lack of interest to the inventor within a reasonable time. In the event the University rejects the invention, it shall become the property of the inventor or inventors, subject, however, to the limitations set forth in paragraph (f) hereof.

(b) The term "in the course of his or her employment by the University" shall not, however, include activities arising in approved consulting work.

(c) If such invention is accepted by University Patents, Inc., or other entity, both the University and the inventor or inventors thereof shall assign all their right, title, and interest in the invention to University Patents, Inc., or to said other entity, and the invention shall become the sole property of University Patents, Inc., or of said other entity, pursuant to the terms of the aforesaid agreement between the University and University Patents, Inc., or between the University and said other entity, as the case may be. Should the University itself choose to exploit the invention, the inventor or inventors shall assign all right, title, and interest in the inventions to the University. Regardless of the identity of the assignee, the inventor or inventors shall at all times cooperate with the assignee in patenting and exploiting the invention.
(d) The University shall pay to the inventor or inventors, his, her, or their heirs, executors, administrators, or assigns a portion of the net proceeds paid to the University, and such portion shall consist of and be computed exclusively from money received by the University from University Patents, Inc., or other entity and arising out of commercial exploitation of the invention. The University shall establish rules and procedures for determining what portion of the monies paid to the University by University Patents, Inc., or other entity and arising out of a particular invention shall be paid to the inventor or inventors of such invention. All decisions of the University determining the payments to be made to a particular inventor and the reasons for such decision shall be set forth in writing. The inventors' collective share of such net proceeds received by the University from the invention shall ordinarily be fifty percent (50%). Royalties and other income shall, where appropriate, be allocated and expended by the University in accordance with federal regulations governing the use of such funds. Where an invention is developed by more than one person, the inventors shall decide among themselves their respective shares of the inventors' collective share of net proceeds and shall provide to the Office of Sponsored Programs a written agreement signed by all of the inventors designating their respective shares and authorizing the University to make payments in accordance therewith. One third of the net proceeds retained by the University shall be allocated to the department in which the invention was made, one third to the school or college in which the invention was made, and one third to the University.

(e) The payments to which any inventor shall be entitled hereunder shall be made within ninety (90) days after the receipt by the University of the monies derived from his or her invention during the year. In addition the University shall furnish the inventor or inventors with a
copy of the statement of activity and computation furnished to the University by University Patents, Inc., or other entity, pursuant to its contract with the University.

(f) In the event University Patents, Inc., or other entity shall reject an invention submitted to it, the Office of Sponsored Programs, with the approval of the Chancellor, may nevertheless, in behalf of the University determine to pursue the exploitation of such invention and shall so indicate by notice mailed to the inventor or inventors within a reasonable time after receipt of notice of the rejection by University Patents, Inc., or other entity. In such event, the inventor or inventors shall assign all their right, title, and interest in the invention to New York University, which shall diligently pursue the exploitation of the invention. The invention shall become the sole property of the University, and the provisions of paragraphs (d) and (e) hereof shall be applicable with respect to the distribution of all monies received by the University and arising out of commercial exploitation of the invention.

If the invention is rejected by University Patents, Inc., or other entity, and the University shall thereafter in writing decline to exploit said invention or fail to pursue diligently its exploitation after written demand by one or more of its inventors to do so, the University shall be deemed to have waived its rights in the invention. The inventor or inventors shall then be free to take such action as he or she or they deem desirable to obtain a patent upon the invention and otherwise exploit and develop such invention. In no event shall the inventor or inventors use the name of the University in exploiting the invention without the consent of the University.
V. Inventions Developed on University Research Projects and Sponsored Research Projects.

(a) The University conducts special research projects which may be sponsored (i) by the University through special appropriation; (ii) by some other person, corporation, or governmental agency under an agreement with the University. Such special research projects are understood to be those which operate under contractual agreements or Memoranda of Understanding.

(b) No person shall be assigned to any special research project as defined above unless he or she shall first sign a written statement that he or she agrees (i) to be bound by the terms of any contract or agreement between the University and any person, corporation, or other agency sponsoring such special research project to the extent that the terms of such agreement provide for the disposition of inventions developed in connection therewith, or in the absence of any such contract or agreement (ii) to be bound by the provisions of Part IV hereof with respect to any invention developed by him or her, either alone or in conjunction with some other person, as a result of his or her assignment to such special research project; and (iii) to submit any such invention to the Office of Sponsored Programs to be processed pursuant to the procedure set forth in Part IV above.
Statement of Policy on Copyrights

(As approved by the Board of Trustees, January 24, 1972)

With certain exceptions, faculty members are free to copyright their lecture notes, manuscripts, and other writings developed from their scholarly activities, even though performed as part of their regular duties in the University. Copyright may be secured in the name of the individual faculty member or, by special arrangement, in the name of the University. Royalties normally accrue to the author, but in certain cases, royalties are assigned by the copyright holder in whole or in part to the support of the scholarly program of a particular department or school.

The principal exception to this permissive policy relates to programs financed by grants or governed by contracts imposing express obligations upon the University.

A recent major policy statement from the United States Office of Education, Department of Health, Education and Welfare, relating to copyright protection states in part: "...[W]ith respect to some materials [developed under governmental grants and contracts] the public interest will best be served by disseminating those materials without copyright. However, with respect to other materials, copyright protection may be desirable during development, or as an incentive to promote the effective dissemination of such materials...."

Specific procedures are set forth by the United States Office of Education whereunder the University would be required to request authorization to secure copyright protection for works arising out of government-sponsored programs. Where such protection is authorized, a time limit of five years would generally be imposed and royalties generally would have to be shared with the Office of Education. Also the United States Government would receive "a royalty-free, nonexclusive and irrevocable license to publish, translate, reproduce, deliver, perform, use and dispose of all such materials for United States Government purposes."
Accordingly, it is desirable to set forth procedures to be followed by University personnel whose activities are supported in whole or part by any sponsor outside the University:

1. If the matter of copyright protection is not explicitly made a part of any contractual document or grant between the sponsor and the University, the University staff whose activities are covered by such documents are free to seek copyright protection in accordance with the practice described in the introductory paragraph of this statement.

2. If the contractual or granting document covering any research or training program at the University has explicit reference to copyright protection, the University staff whose activities are so covered are bound by those conditions and are obligated to do all things necessary to enable the University to fulfill its obligations.

3. The University shall notify each research project director of obligations with respect to copyright which may exist by virtue of contract provisions relating to his particular activities.

4. If, in any particular case, it seems desirable to obtain copyright protection, the matter should be referred to the Office of Sponsored Programs at Washington Square (ext. 2191). A decision based upon the particular facts presented will be made after consultation between personnel of that Office and the research project director in charge of the matter in question.


Among its several purposes, the federal Family Educational Rights and Privacy Act of 1974 (FERPA) was enacted to protect the privacy of a student's education records by limiting disclosure of the records, to establish the right of students
to inspect and review their education records, and to provide
guidelines for the correction of inaccurate or misleading data
through informal and formal hearings. The Act also provides
for the disclosure by the University without prior consent of
so-called directory information. Students have the right to
file complaints with the Department of Education's Family
Educational Rights and Privacy Acts Office concerning alleged
failures by an institution to comply with the Act. In
accordance with the statute, New York University has adopted
Guidelines to implement the act which spell out policies and
procedures to provide students with the opportunity to review
and inspect their education records; to correct inaccurate or
misleading data; and for students to refuse to permit the
disclosure of designated "Directory Information."

The Guidelines summarize substantially all of the rights of
the students under the statute and the regulations as well as
the corresponding obligations of the University. In
particular, attention is drawn to the Section on Records,
which indicates which University records are and are not
available for student review. "Records" refers to any file
containing information directly related to a student and is
not limited to a file with the student's name on it. It
should be noted that, unless a document falls within an
exception as defined by the Guidelines, that document,
including a letter of recommendation or intrauniversity
correspondence, is subject to review by the student.

Another section of interest to faculty members is the Section
on Waivers, which is pertinent to recommendations for
admission, employment, or honorary recognition. With respect
to student access to records or requests for correction or
deletion of records, the University Record Review Officer will
consult with the department or faculty member concerned
regarding such requests.

Copies of the Guidelines may be obtained from the office of
any department chairperson or from the FERPA Administrator and
Record Review Officer, Bobst Library, Room 1230, ext. 2891.
University Practice with Respect to Memberships and Subscriptions

(Memorandum, Chancellor Cartter, October 4, 1971)

In general, the University will assume liability for professional fees, dues, and subscription charges only in approved organizations that provide for institutional membership. A single institutional membership should suffice for all interested schools, divisions, and individuals.

Any individual membership is a personal responsibility, except when such membership has been approved by the office of the Provost and Executive Vice President for Academic Affairs as essential to a University program. In instances of this nature, the University will normally assume liability for not more than one individual membership, and any printed matter or material issued to the member will be the property of the University.

The University will not pay the dues of individuals in social clubs, including the New York University Club, under the same principle as that in the paragraph immediately above. However, if charges incurred at such clubs are directly attributable to University business, a claim for proportionate reimbursement may be made through the usual channels, if the necessary budgetary appropriation has been made for such expenditures.

All memberships and other charges that fall under budget code 401 are processed through the central administration for registration and approval.

Statement of Policy on Honorary Degrees

(Adopted by the Board of Trustees, November 25, 1968)

The University grants honorary degrees to signalize respect for individuals who have made outstanding contributions to mankind or who exemplify ideals and purposes for which the
University stands. The following guidelines have been followed in making selections:

1. In selecting candidates for honorary degrees at Commencement, the Board of Trustees seeks to present a balanced group that demonstrates the breadth of the University's interests and concerns. At the same time, the number of candidates selected is kept relatively small (between six and eight in recent years) in order not to dilute the significance of the degree or to prolong the Commencement ceremonies.

2. One criterion for awarding honorary degrees is to signalize areas of unusual distinction within New York University.

3. The University has a deliberate policy of honoring alumni who have achieved outstanding positions and have made unusual contributions to their professions. There is an equal policy against awarding an honorary degree to any Trustee, administrative officer, or faculty member engaged in regular full-time service in the University.

4. The University prefers to award honorary degrees to those who have not already received a host of degrees from other institutions but are on the threshold of general recognition. In certain instances, however, such as those involving national leaders of great distinction, the fact that an individual has received a number of degrees from other institutions is not a deterrent to his being awarded a degree by New York University.

5. Recommendations for honorary degrees are received from Trustees, faculty, staff members, and other friends of the University. They are filed on a standard form, the contents of which are summarized by the Secretary of the University for consideration by the Board.
6. The degrees granted at Commencement are planned months in advance and involve the concurrence of the entire Board of Trustees. The University considers it appropriate also to grant degrees on particular occasions during the year for the purpose of celebrating an event within the University or for honoring a particularly distinguished visitor to the University. These degrees need be approved only by the designated committee of the Board.

7. An informal procedure for consultation with appropriate deans and senior faculty members, through the offices of the President and the Secretary, has been regularly followed in the past, particularly when it is desired through an honorary degree to recognize outstanding achievement in a particular area of academic activity. This procedure is to be continued with respect to honorary degrees awarded at times other than at Commencement.

8. A more formal procedure for consultation with a committee of the Senate has been developed with respect to honorary degrees to be awarded at the annual Commencement exercises in view of the special authority of the Senate under the University Bylaws over Commencement as an interschool function.

Statement of Policy on Reimbursement for Travel

(Effective October 26, 1977)

These guidelines are issued to communicate the University's policies relating to reimbursement of travel and meeting expenses. They do not determine when travel may or should be authorized or when it may be denied. It is the responsibility of the head of a unit to indicate to all those within the unit under what conditions they may travel at University expense. This publication is not intended as a substitute for good judgment, but it should be noted that where matters of policy are concerned, departures from prescribed practices and procedures should be carefully considered and discussed with appropriate officials.
It is expected that unit heads will be thoroughly familiar with these guidelines and that effective review mechanisms will be established, which should consider the following overall policies:

1. All travel, lodging, and entertainment expenditures will be modest, in character with our financial situation and our nonprofit status. In keeping with this policy, authorized air and rail travel will be reimbursed at tourist-class rates, and automobile rentals will be reimbursed at compact car rates.

2. All reimbursement and/or travel accountings should be approved by a responsible person other than the individual who incurred the expense. Out-of-town travel exceeding $250 must be authorized in advance by appropriate supervisory officials. Requests for travel advances and voucher claims must be signed by the traveler and an appropriate school or central authorizing official. In the case of deans and vice presidents, the appropriate authorizing official is the President.

3. Accountings and reimbursement requests should fully disclose the business purpose, dates, names, affiliations of attendees (if meeting), and other pertinent data.

4. Unless it can be demonstrated that attendance by a spouse was required at a meeting, convention, etc., related costs are not reimbursable.

5. Any reimbursement received from third parties for travel and subsistence expenses shall be applied against reimbursement claims.

Reasonable attention to these guidelines, which should not prove onerous, will provide appropriate management focus in this area and ensure consistent application of the criteria usually employed by the Internal Revenue Service in its review of travel and related items.
Please note that these guidelines include maximum reimbursement rates. Nothing contained herein should be construed as amending existing policies established at the unit level that limit reimbursement to less than these maximums or as amending unit policies in regard to types of expenses that may be incurred, or as amending sponsoring agency regulations.

Questions concerning these guidelines may be addressed to the Senior Vice President for Finance.

Policy on Meeting Expense

University policy with respect to meeting expense is to reimburse faculty and staff for necessary costs incurred according to policies of the school or division. While maximums or standard rates have not been established for dinners, lunches, etc., it is assumed that good judgment will be used in determining the frequency and location of meetings with proper attention to budgetary constraints as well as propriety. It should be noted that except under unusual or extraordinary circumstances, costs related to lunch or dinner meetings attended only by University personnel are not reimbursable.

Policy on Travel

University policy, as it pertains to the cost of travel in an official capacity, is to reimburse the faculty and staff for necessary expenses. It is assumed that good judgment will be used in determining when travel is necessary, in electing modes of transportation, and in incurring expenses. It is the responsibility of the appropriate dean, department head, principal investigator, or other officer to approve only those travel expenses that appear reasonable and necessary. The approving officer may—in order to meet special circumstances and specific requirements or restrictions of particular grants or contracts—limit reimbursement to something less than the full amount spent.
Travel expense includes:

1. The cost of transportation
2. Subsistence
3. Seminar and conference fees

Reimbursement for Transportation

Transportation expense may include the cost of rail, air, bus, taxi, subway, and/or rented or privately owned automobiles used to and from terminals and destination points.

1. Rail. Reasonable accommodations suitable for the duration of the trip.

2. Air. Economy, tourist, air-bus, or shuttle service should be used whenever practical; first class accommodations require justification.

3. Automobile.
   a. Rented automobiles are permitted; however, arrangements should be made with the Purchasing Services Division as it has discount agreements.
   b. When justified, use of a privately-owned automobile is permitted. Reimbursement is made in accordance with standard highway mileage guides at the rate indicated in the "Reimbursement Rate" section. When one or more persons travel in a car only one allowance may be claimed.
   c. The cost of parking and tolls on roads, bridges, and tunnels will be reimbursed.

NOTE: The University assumes no responsibility for damage to an employee-owned automobile as a result of an accident or with respect to any loss as a result of wear, fire, the elements, or theft of automobile, its parts, accessories, or any personal property contained therein. Furthermore, liability insurance carried by the
University does not protect the driver of the automobile or its owner against loss resulting from bodily injury or death of the driver or others or from damage to property. Accordingly, faculty and staff members shall satisfy themselves as to the adequacy of their automobile liability insurance protection for the conditions under which the vehicle is to be used.

Subsistence

Subsistence may include lodging, meals, gratuities, telephone and telegraph, laundry, and transportation to and from places of duty. Different methods of submission may be used, depending on contractual arrangements, and a person must decide whether or not to claim reimbursement on an actual basis. Once the decision has been made for a particular trip, it must be consistently followed for that trip.

1. Actual subsistence expenses may be used. Where practicable, they should be documented by hotel bills or other evidence of payment.

Sponsors frequently include in agreements a clause that limits the recovery of actual subsistence costs or requires the University to fix a maximum rate for actual subsistence. The University maximum is listed in the "Reimbursement Rate" section.

2. A fixed rate, per diem allowance in lieu of actual subsistence may be claimed. This allowance covers the cost of lodging, meals, and gratuities. See "Reimbursement Rate" section.

3. Lodging at actual cost (supported by receipts) plus an allowance for meals and gratuities. See "Reimbursement Rate" section.
Travel Advances

A travel advance may be obtained by a person traveling on official business. The advance payment should not exceed the estimated cost of the trip. Travel advance forms may be obtained from the Central Supply and Receiving Section.

Travel Accountings

It is very important that travel accountings be processed through the Controller's Office within three days of the return from a trip. This will ensure timely charging of expenses to appropriate accounts and will greatly reduce the costly expense of clerical follow-up. The Controller's Office has been asked not to honor requests for travel advances from those persons from whom travel accountings in excess of $50 are overdue or which are in excess of the guidelines.

Each school or administrative office is instructed to set up a review procedure to ensure that all voucher requests submitted to the Controller fall within the guidelines. In those cases where exceptions are requested, the travel vouchers should be submitted by the school to the Senior Vice President for Finance along with appropriate justification and explanation. If approved, the Senior Vice President for Finance will forward these to the Controller for payment.

Travel Accident Insurance

All faculty and staff members under the age of 70 are covered by travel accident insurance during the course of any trip made for the purpose of furthering the business of the University. The insurance coverage will commence when the employee leaves his residence or place of regular employment for the purpose of going on the business trip, whichever last occurs, and will continue until such time as the employee returns to either his residence or place of regular employment, whichever first occurs.
Benefits for loss of life, limb, or sight sustained within 180 days after the date of the accident are payable in accordance with a schedule of benefits based on the principal sum, which is six times the employee's annual base salary, subject to a maximum of $150,000.

The maximum limit of liability that the insurance company shall incur for all losses arising out of any one accident is $2,000,000; therefore, no more than thirteen employees should travel in any one vehicle, train, or airplane.

Other travel insurance taken out by the individual is not reimbursable.

NOTE: It is important for any employee of the University to establish formally that he or she is traveling on University business before the trip is started in order to avoid any challenges in insurance matters. This can be accomplished by a memorandum from the dean, departmental chairperson, director, principal investigator, or senior University officer having responsibility for the program, approving and directing the employee to make the trip.

Foreign Travel

Travel outside the continental United States requires prior written approval by the sponsor when charged to a contract or grant. If the trip is to be charged to an administrative account, it must be approved in advance by the appropriate official for the particular unit. Individuals holding federal security clearances should consult their security officer prior to foreign travel to ensure that applicable security requirements are complied with.
Reimbursement Rates

The rates of reimbursement for travel expenses may be obtained from the Office of the Vice President for Administration, the Office of Sponsored Programs, or the Sponsored Research Accounting Department.

Requests for exceptions should be submitted in writing by the appropriate dean or vice president to the Senior Vice President for Finance.

In addition to conforming to University guidelines, the actual rates used and the amounts reimbursed must remain within the guidelines of individual units or regulations covering contracts or grants and also within the total allocation budgeted for travel.

Separate rates are applicable to foreign travel under government-sponsored grants and contracts.
Statement Of Policy On Photocopying Copyrighted Materials

(Statement on Photocopying of Copyrighted Materials for Classroom and Research Use Approved by the Board of Trustees, May 9, 1983)

In December, 1982, nine publishers commenced a lawsuit against the University and nine members of the faculty (as well as an off-campus copy shop) alleging that the photocopying and distribution of certain course materials, without the permission of the copyright owners of the materials, violated the Copyright Act (17 U.S.C. §§101 et. seq., 90 Stat. 2541, Pub. L. 94-553). It has become increasingly clear that the subject of photocopying for classroom and research purposes is of significant concern to the faculty, who have inquired about issues such as when photocopying may be done without the consent of the copyright owner; when and how permission to photocopy should be obtained; how exposure to liability may be reduced; and under what circumstances the University will defend them against claims of copyright infringement arising out of photocopying for classroom and research use. To assist the faculty in resolving these issues, to facilitate compliance with the copyright laws, and as part of the settlement of the publishers' lawsuit, the University is issuing this Policy Statement.*

1. The principles of the copyright law are designed to promote the creation, publication, and use of works of the intellect. These principles include both the exclusive rights of copyright owners to determine certain uses of their works (in not-for-profit as well as commercial contexts), and certain exceptions including the doctrine of "fair use".

* This Policy Statement supersedes the document entitled "Interim Guidelines Concerning Photocopying for Classroom Research and Library Use" which was distributed on January 18, 1983.
These precepts are in the mutual interest of the university, author, and publisher communities and of the public.

2. Under the copyright laws, certain photocopying of copyrighted works for educational purposes may take place without the permission of the copyright owner under the doctrine of "fair use" (presently set forth in Section 107 of the Copyright Act). This principle is subject to limitations, but neither the statute nor judicial decisions give specific practical guidance on what photocopying falls within fair use. To achieve for faculty greater certainty of procedure, to reduce risks of infringement or allegations thereof, and to maintain a desirable flexibility to accommodate specific needs, the following policies have been adopted by the University for use through December 31, 1985 (and thereafter, unless modified). On or before December 31, 1985 the University will review these policies to determine their effect and whether modifications, based on our experience, might be needed. If members of the faculty experience any problems or have suggestions, they are asked to communicate them to the Office of Legal Counsel.

A. The Guidelines set forth in Appendix I are to be used to determine whether or not the prior permission of the copyright owner is to be sought for photocopying for research and classroom use.* If the proposed photocopying is not permitted under the Guidelines in Appendix I, permission to copy is to be sought. An explanation of how permissions may be sought and a procedure for furnishing to the administration information concerning the responses by copyright owners to requests for permission is set forth in Appendix II. After permission has been sought, copying should be undertaken only if permission has been granted, and in

* To minimize intrusiveness and over-centralization, the responsibility for making this determination will continue to reside with the individual faculty member. In making this determination, the faculty member should carefully consider all sections of the attached Guidelines.
accordance with the terms of the permission, except as provided in the next paragraph.

B. The doctrine of fair use may now or hereafter permit specific photocopying in certain situations, within limitations, beyond those specified in the Guidelines* or those that might be agreed to by the copyright owner. In order to preserve the ability of individual faculty members to utilize the doctrine of fair use in appropriate circumstances without incurring the risk of having personally to defend an action by a copyright owner who may disagree as to the limits of fair use, a faculty member who has sought permission to photocopy and has not received such permission (or has

* The Guidelines contained in Appendix I were negotiated by education, author, and publishing representatives in 1976 and were incorporated in the House of Representatives report accompanying the Copyright Act of 1976. The introductory explanation of the Guidelines in the House Report describes their relationship to the doctrine of fair use as follows:

Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions

With Respect to Books and Periodicals

The purpose of the following guidelines is to state the minimum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.
received permission contingent upon conditions that the faculty member considers inappropriate) may request a review of the matter by General Counsel of the University. If upon review the General Counsel determines that some or all of the proposed photocopying is permitted by the copyright law, the General Counsel will so advise the faculty member. In that event, should any such photocopying by the faculty member thereafter give rise to a claim of copyright infringement, the University will defend and indemnify the faculty member against any such claim in accordance with the provisions of the Board of Trustees policy on Legal Protection of Faculty (Faculty Handbook [1982 ed.] pp. 109-112).

C. In the absence of the determination and advice by the General Counsel referred to in paragraph B, or in the event that permission has not been first requested by the faculty member as provided in paragraph A, no defense or indemnification by the University shall be provided to a faculty member whose photocopying gives rise to a claim of copyright infringement.
APPENDIX I

GUIDELINES

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

A. A chapter from a book;
B. An article from a periodical or newspaper;
C. A short story, short essay or short poem, whether or not from a collective work;
D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

A. The copying meets the tests of brevity and spontaneity as defined below; and
B. Meets the cumulative effect test as defined below; and
C. Each copy includes a notice of copyright.

Definitions

Brevity

(i) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.

(ii) Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.
Dated May 9, 1983

[Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

(iii) Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

(iv) "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

Spontaneity

(i) The copying is at the instance and inspiration of the individual teacher, and

(ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

(i) The copying of the material is for only one course in the school in which the copies are made.

(ii) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
(iii) There shall not be more than nine instances of such multiple copying for one course during one class term.

[The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

III. Prohibitions as to I and II Above

Notwithstanding any of the above, the following shall be prohibited:

(A) Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.

(B) There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

(C) Copying shall not:
(a) substitute for the purchase of books, publishers' reprints or periodicals; (b) be directed by higher authority; (c) be repeated with respect to the same item by the same teacher from term to term.
(D) No charge shall be made to the student beyond the actual cost of the photocopying.

Agreed March 19, 1976.
Ad Hoc Committee on Copyright Law Revision:
   By Sheldon Elliott Steinbach.

Author-Publisher Group:
Authors League of America:
   By Irwin Karp, Counsel.

Association of American Publishers, Inc:
   By Alexander C. Hoffman,
   Chairman, Copyright Committee.
APPENDIX II

PERMISSIONS

A. How to Obtain Permission

When a proposed use of photocopied material requires a faculty member to request permission, communication of complete and accurate information to the copyright owner will facilitate the request. The Association of American Publishers suggests that the following information be included to expedite the process.

1. Title, author and/or editor, and edition of materials to be duplicated.
2. Exact material to be used, giving amount, page numbers, chapters and, if possible, a photocopy of the material.
3. Number of copies to be made.
4. Use to be made of duplicated materials.
5. Form of distribution (classroom, newsletter, etc.).
6. Whether or not the material is to be sold.
7. Type of reprint (ditto, photocopy, offset, typeset).
The request should be sent,* together with a self-addressed return envelope, to the permissions department of the publisher in question. If the address of the publisher does not appear

* The following is a sample letter to a copyright owner (usually a publisher) requesting permission to copy:

Material Permissions Department
Hypothetical Book Company
500 East Avenue
Chicago, IL 60601

Dear Sir/Madam:

I would like permission to copy the following for use in my class next semester:

Title: Knowledge is Good, Second Edition
Copyright: Hypothetical Book Co., 1965, 1971
Author: Frances Jones

Material to be duplicated: Chapter 10 (photocopy enclosed)

Number of copies: 50

Distribution: The material will be distributed to students in my class and they will pay only the cost of the photocopying.

Type of reprint: Photocopy

Use: The chapter will be used as supplementary teaching materials.

I have enclosed a self-addressed envelope for your convenience in replying to this request.

Sincerely,

Faculty Member
at the front of the material, it may be obtained from The Literary Marketplace (for books) or Ulrich's International Periodicals (for journals), both published by the R. R. Bowker Company. For purposes of proof, and to define the scope of the permission, it is important that the permission be in writing.

The process of considering permission requests requires time for the publisher to check the status and ownership of rights and related matters and to evaluate the request. It is advisable, therefore, to allow sufficient lead time. In some instances the publisher may assess a fee for permission, which may be passed on to students who receive copies of the photocopied material.

B. Gathering Data on Responses to Requests for Permission to Photocopy

In order to help assess the effect of this Policy Statement upon the faculty it will be useful for the administration to compile data on responses by copyright owners. Each member of the faculty is therefore requested to forward a dated copy of each request for permission and a dated copy of each response to the Office of Legal Counsel, Bobst Library, 11th Floor, 70 Washington Square South, New York, New York 10012.
APPENDIX B: POLICIES CONCERNING GOOD ORDER IN THE CONDUCT OF UNIVERSITY AFFAIRS
New York University Rules for the Maintenance of Public Order


The Trustees of New York University do hereby adopt the following rules for the maintenance of public order on campus and other University property used for educational purposes, and a program for the enforcement of these rules; and do hereby authorize the President of the University to file a copy with the Regents and the Commissioner of Education as provided in section 6450 of the New York Education Law.

I. Rules of Conduct

A. All members of the University community--students, faculty members, and members of the staff--shall comply with city, state, and federal laws and ordinances affecting the maintenance of order on University premises.

1. Conduct that is violative of such laws and ordinances occurring on University premises may be subject to both University discipline and public sanctions as circumstances may warrant or dictate.

2. Conduct that is violative of such laws and ordinances occurring off University premises will ordinarily not be subject to University discipline, unless such conduct

   a) seriously affects the interests of the University or the position of the member within the University community; or

   b) occurs in close proximity to University premises and is connected with violative conduct on University premises.
B. All members of the University community are prohibited from engaging in conduct leading to or resulting in any of the following:

1. Interference with or disruption of the regular operations and activities of the University.
2. Denial of, or unreasonable interference with, the rights of others—including persons not members of the University community who are present as invitees or licensees—on University premises. These rights include the right of academic freedom as well as constitutionally protected rights.
3. Injury to University property, real or personal.
4. Unauthorized access to or occupation of nonpublic areas on University premises, including but not limited to classrooms, seminar rooms, laboratories, libraries, faculty and administrative offices, auditoriums, and recreational facilities.
5. Unauthorized access to or use of personal property, including files and records.
6. Recklessly or intentionally endangering mental or physical health or forcing consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

C. Visitors, including invitees and licensees, shall at all times conduct themselves in a manner that is consistent with the maintenance of order on University premises, and their privilege to remain on University property shall automatically terminate upon breach of this regulation. The University in addition reserves the right in its discretion to withdraw at any time the privilege of an invitee or licensee to be on University premises. A trespasser has no privilege of any kind to be on University property but is nevertheless subject to these regulations governing the maintenance of order.
D. Any authorized member of the University community, after properly identifying himself, may in the course of performing his duties request identification from members of the University community. Refusal to identify oneself shall be considered prima facie evidence of non-University status.

"Authorized" members of the University community shall include
1. Members of the University Administration;
2. Faculty in the performance of teaching or supervisory duties;
3. Faculty or student marshals designated by the University Senate or the University Administration;
4. University security officers.

E. Nothing contained in these rules is intended, nor shall it be construed, to limit or restrict the freedom of speech or peaceful assembly.

II. Program of Enforcement

A. Visitors (Invitees, Licensees, and Trespassers). When an administrative officer or member of the protection service of the University in his discretion determines that the privilege of an invitee or licensee to be on University premises should be withdrawn, he shall ask the invitee or licensee to leave the premises, and the invitation or license shall thereby be terminated. If any person, whether initially a trespasser, licensee, or invitee, fails to leave University premises promptly upon request, the University will use all reasonable means, including calling for the assistance of the police, to effect his removal.
B. Summary Suspension of Members of University Community. Penalties for violation of University rules shall not be imposed upon members of the University community except after compliance with the disciplinary procedures applicable to students, or faculty members, or members of the University staff (administrative and other employees). However, summary suspension pending disciplinary proceedings may be imposed upon students in accordance with the Bylaws, or upon faculty members in accordance with the Rules of Tenure and Related Provisions, as adopted and subsequently amended by the Board of Trustees, or upon members of the University staff in accordance with administrative practice.

C. Disciplinary Action. A member of the University community who is charged with a violation of the University rules set forth in Section I above shall be subject to appropriate disciplinary action as follows:

1. Students
   a) If the alleged violation of University rules involves a matter affecting more than one school, disciplinary proceedings shall be carried out under the Rules Regulating Student Disciplinary Proceedings adopted by the Senate in accordance with the authority delegated to it under paragraph 34(c) of the University Bylaws.
   b) If the alleged violation of University rules involves a matter affecting only one school, disciplinary action shall be carried out by the faculty of the school in which the student charged is enrolled.
The authority of the faculty is derived from paragraph 61(b) of the University Bylaws. Disciplinary proceedings shall be in accordance with the established practice of the school. In the absence of an established practice in a school, the following procedure shall be used:

(i) When a charge of misconduct has been made, the dean of the school, or such other administrative officers or faculty members as may be designated, shall try to resolve the matter on an informal basis.

(ii) If the matter cannot be disposed of on an informal basis, the hearing procedure shall follow in principle, though not necessarily in detail, the provisions in the Rules Regulating Student Disciplinary Proceedings, with the following exceptions: (a) no verbatim record of the proceeding shall be required, (b) the hearing tribunal shall be composed of such persons as the faculty of the school may designate, and (c) the appellate tribunal, if any, shall be a person or persons within the school or the University.

2. Faculty Members

a) When a faculty member is charged with a violation of these rules, an effort shall be made to resolve the matter informally under the direction of the dean of his school at the departmental level or with a committee of the faculty of that school.
b) When the matter cannot be resolved as provided in the preceding paragraph, disciplinary action shall proceed as follows:

(i) If the faculty member charged with a violation has permanent or continuous tenure (and the charge is brought specifically to terminate service), the Rules of Tenure and Related Provisions shall apply.

(ii) If the faculty member does not have continuous or permanent tenure, his case shall be referred to a special committee of the faculty designated for that purpose. (See below: the General Disciplinary Regulations Applicable to Both Tenured and Non-tenured Faculty Members.) The special committee shall adopt its own rules of procedure. It shall have the authority to impose any of the penalties, other than dismissal, listed in section II-D and to recommend the penalty of dismissal. A recommendation for dismissal for a faculty member who does not have continuous or permanent tenure shall be submitted to the dean of his school for approval and shall not become effective except on the concurrence of the Provost and Executive Vice President for Academic Affairs as provided in paragraph 52(a) of the University Bylaws.
3. University Staff: Administrative Officers and Other Employees

When a member of the University staff, other than a faculty member, has been charged with a violation of University rules, the charge shall be considered and determined administratively in accordance with established practices of the department to which the staff member is assigned. If the person against whom the charge has been made is both an administrative officer and a faculty member his case shall be governed by this section unless the violative conduct was of such a nature as to call into question his continued qualification for service on the faculty; in the latter event, disciplinary action will proceed in accordance with section II-C-2, above.

4. Organizations

Any organization which authorizes conduct prohibited under Section I.B.(6) shall be subject to having its permission to use the facilities of New York University and to operate as a University organization rescinded, and shall be subject to any additional penalties pursuant to the penal law or any other applicable provision of law.

D. Penalties. Penalties for violation of University rules that may be imposed upon members of the University community include, but are not limited to, the following:

1. Reprimand
2. Censure
3. Removal of privileges
4. Suspension
5. Dismissal or expulsion
Statement of University Policy on Substance Abuse
(Adopted by the University Senate on April 13, 1989)

New York University is committed to the education of its students, faculty, administrators, and staff about the dangers of drug abuse. We believe that the best way to achieve and maintain this objective is through preventive education about the dangers of drug abuse and compassionate attention to the needs of those who may require help with drug-related problems. To that end, the University provides on-campus support programs and services as well as information about related services which are available in the local community.

For any members of the University community who may have developed a drug-related problem, suspect they are at risk, or seek information about illegal or controlled drugs, several support programs are available. The following programs and services are voluntary and completely confidential:

**University Programs:** NYU Drug and Alcohol Hotline (477-1711), Alcoholics Anonymous (473-6200), Alanon (995-1065), Narcotics Anonymous (718-805-9835), University Health Service (998-4780) and Mental Health Service (998-4780).

**New York City Programs:** RECOVER Drug Hotline (732-9837), NYS Drug Information Line (1-800-522-5353), Cocaine Hotline (1-800-COCAINEx2340), Alcohol Council of Greater New York (935-7070), Alcoholics Anonymous (473-6200), and Alanon (254-7230).

In addition to policies and practices which emphasize concern for the welfare of individuals, the University also recognizes the importance of maintaining the safety and
well-being of the community as a whole. The University therefore adheres to the following guidelines concerning the unlawful possession, use, and distribution of drugs:

1. The unlawful possession, use, or distribution of drugs will not be tolerated on University premises.
2. Upon finding evidence of the unlawful possession, use, or distribution of drugs on its premises by any student, the University will take appropriate disciplinary action\(^1\), including, but not limited to, probation, suspension, or expulsion.
3. Using regularly established procedures\(^2\), the University will take disciplinary action, up to and including discharge, against any member of the faculty or staff found to be unlawfully using, possessing, or distributing drugs.

Faculty, staff, and students should also be aware that, in addition to University sanctions, they may be subject to criminal prosecution under federal and state laws which specify fines or imprisonment for conviction of drug related offenses. Where appropriate or necessary, the University will cooperate fully with law enforcement agencies.

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Statement of Policy on Alcoholic Beverages.

The sale, service, possession, and consumption of alcoholic beverages at New York University is governed by the New York State Alcoholic Beverage Control Law and other laws of the State of New York. Based on such laws, it is the policy of New York University that:

A. Persons under the age of 21 years are prohibited from possessing any alcoholic beverage at New York University or at any event sponsored by the University or by a University organization, whether the event is at the University or not.

B. The following rules are applicable to all events at which alcoholic beverages are served or sold at New York University and to all events or activities, whether or not at the University, which are sponsored by the University.

1. No person shall be sold or served any alcoholic beverage:
   a. if that person is, or appears to be, under the legal drinking age of 21;
   b. if that person is, or seems to be, intoxicated, or is known to the server or seller to be a problem drinker.

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1Sales of liquor include, without being limited to, cash bars, events to which admission tickets are sold or for which fees are charged, either by the event or for a period of time (e.g., entertainment charge or annual dues), entitling the purchaser to access to an open bar, and parties at which alcoholic beverages are served and for which contributions or donations to offset the costs of the party are sought.

2To serve alcoholic beverages shall mean to give away, deliver, or otherwise provide alcoholic beverages to any person by any means other than by sale to such person.
2. a. No person under the age of 21 years shall present any written evidence of his or her age that is false, fraudulent, or not actually his or her own in order to purchase or be served or to try to purchase or be served any alcoholic beverage or in order to gain access or to try to gain access to any event or activity at which any alcoholic beverage is being sold or served.

b. No person shall in any way misrepresent the age of any other person or help any other person to misrepresent his or her age so that such person can purchase or be served or try to purchase or be served any alcoholic beverage or gain access or try to gain access to any event or activity at which any alcoholic beverage is being served or sold.

3. No alcoholic beverage shall be sold to any person unless:

   a. a license or permit sanctioning the sale of such alcoholic beverage has been obtained by the seller; and

   b. the license or permit sanctioning such sale and any posters, signs, notices, or other material or information required by applicable law or by the State Liquor Authority are prominently displayed at the site of such sale.

C. The individual, group, or groups sponsoring an event or activity at which any alcoholic beverage is to be sold or served (the "sponsor") shall be responsible to make sure that all New York State laws and regulations and all
New York University rules and regulations regarding the sale, use, service, possession, and consumption of alcoholic beverages are observed at such event or activity. This responsibility shall include, without being limited to, the following:

1. items A, B(1), B(2), and B(3) of this Policy as stated above, including examining attendees’ evidences of age;
2. the sponsor shall notify either the Student Activities Office (student groups) or the Loeb Operations Office (nonstudent groups) prior to each on-campus event at which alcoholic beverages are to be sold or served; and
3. the sponsor shall instruct the person or persons actually selling or serving alcoholic beverages at the event not to sell or serve alcoholic beverages to any person who is or appears to be intoxicated, or whom such server or seller knows to be a problem drinker, or who is or appears to be under the legal drinking age.

In addition, specific policies, procedures, and regulations governing particular facilities or populations will be developed by the persons or offices authorized to do so, in conjunction with the Office of the Vice President for Student Affairs.

Violation of this Policy or of any of these specific policies, procedures, or regulations will be punished pursuant to applicable University disciplinary codes and policies. Sanctions which may be assessed against violators include, for students, suspension and expulsion, for employees, discharge, and, for organizations, loss of privileges.
Faculty, staff, and students should also be aware that, in addition to University sanctions, they may be subject to criminal penalties under certain circumstances for the possession, service, or sale of alcoholic beverages, particularly for serving or selling an alcoholic beverage to a person under the age of 21 years. Where appropriate or necessary, the University will cooperate fully with law enforcement agencies.

Policy on Solicitation
(This long-standing policy is here recorded in its complete form.)

The solicitation of New York University employees for any purpose (raffles, sales of merchandise, solicitation for membership or support of social, community, labor, or other organizations, etc.) is not permitted during the work time of the person being solicited or the solicitor.

Literature relating to the above activities may not be distributed in work areas.

Employees may not use University communication facilities -- mail, telephone, supplies, or equipment -- for other than NYU business purposes.

Salespersons, advertising distributors, and all other non-employees are prohibited from soliciting or distributing literature in any NYU building at any time.

These rules are necessary to minimize intrusions into the privacy of employees, as well as to prevent the unwarranted disruption of normal work activity. Employees engaging in prohibited activity including solicitations which disrupt their own or other employees' work assignments are subject to disciplinary action.
Statement of Policy on Student Conduct at New York University

(Adopted by the University Senate, February 29, 1968)

Preamble

The Bylaws of New York University, entrusting the "educational conduct" of each school to the faculty and officers of that school, provide that "subject to the approval of the Board and to general University policy, it is the duty of each faculty...to make and enforce rules for the guidance and conduct of the students." These Bylaws also authorize the University Senate to act upon such matters which affect more than one school; and in these instances, the Senate speaks for the joint faculties of the University.

The University operates under a University common law, developed with respect to both substance and procedure over more than a century of existence, as well as under the University's Charter and Bylaws. In the past, questions of student conduct referred to disciplinary committees have generally concerned problems of academic honesty, such as cheating or plagiarism, and were properly dealt with by the single school involved. More recently, instances of questionable student conduct have involved problems such as the maintenance of order in University buildings and grounds, in connection with protest demonstrations, and have frequently involved students from more than one school. In light of this development, the Senate believes that a statement of University-wide policies on student conduct, reflecting the University common law, is necessary.

1. Statement of Principles

It is our judgment that the University, like other communities and organizations in our society, has an inherent right to
require the cooperation of its members in the performance of its educational functions, and to control and regulate the conduct and behavior of such members which tends to impede, obstruct, or threaten the maintenance of order and achievement of the University's educational goals. We further believe that the relationship between the University and its students is a special educational relationship involving rights and obligations, as well as considerations and procedures, which are distinct from those in the courtroom, the political arena, or the market place; and that from the very nature of the University as an educational community, both the substantive rules and the procedural processes related to student conduct must be equitable and just.

2. Basic Rules of Conduct

Students are expected to conduct themselves as mature and law-abiding members of both the University community and the general community, and to comply with requests of the administrative authorities of the University for maintenance of order on University premises. Behavior which jeopardizes the health or safety of the University community, or disrupts the educational activities and supporting services of the University is subject to review and possible penalty in accordance with the procedures and practices of the University and its colleges, schools, or divisions. Where activities sponsored by student organizations constitute violations of University rules or of public laws and regulations, sanctions may be imposed on such organizations as well as on individual students.

The University should not use its powers to interfere with the rights of a student outside the University campus. In general a student's off-campus activities should be subject only to sanctions of the public authorities. Where a student is convicted of a violation of law, he should not be subject to University discipline for the same offense unless his conduct seriously affects his position as a member of the academic community. Where a student's conduct on campus constitutes
violations of both University rules and public law, he may be subject to both University discipline and public sanctions.

3. Academic Freedom

The University is a community where the means of seeking to establish truth are open discussion and free discourse. It thrives on debate and dissent. Free inquiry, free expression, and free association are indispensable to the purposes of the University, and must be protected as a matter of academic freedom within the University, quite apart from the question of constitutional rights.

Accordingly, conditions must be such as to allow this freedom for all. Causes may be supported by orderly means; but the University cannot tolerate suppression of ideas, nor the forceful disruption of the regular and essential operations of the University community. Regardless of sincerity, no individual or group of individuals has the right to disrupt or to interfere unreasonably with the workings of the colleges, schools, or divisions of the University or with the regular processes of education and service to its members. Regardless of moral impetus, no student or group of students has the right to deny the freedom of other members of the University community.

4. Invitations, Demonstrations, Protests

Students are entitled to invite and hear persons of their own choosing. Since no outside person or agency has an independent right to use University facilities, each must be directly or indirectly invited through appropriate University channels, and each is entitled to the courtesy owed by the University to an invited visitor. It is improper for students to harass the visitor or impede the purposes of his visit by violent means or threats, or by any other method that is offensive or unacceptable to an educational community.
Forums are to be encouraged, particularly on subjects where there are differences of opinion. Career counseling and job interviewing are also considered a legitimate part of the activities of the University in support of its educational program. Where counseling or recruitment is connected with a controversial issue, every effort should be made to allow a general discussion of the issue, but apart from the job interviewing. Such discussion of the issue should not be considered a necessary condition precedent to counseling or interviewing. It is improper, as inconsistent with the purpose of the University, to subject speakers, recruiters, job interviewers, or other official visitors to political, social, or moral sanctions or tests.

It is expected that all such activities, whether forums, lectures, recruitment programs, job interviews, and the like, will be conducted in a manner appropriate to an academic community. The right to engage in peaceful protest must be honored and protected, but such protests must take place in a manner that does not interfere with normal academic procedures. Freedom of discussion does not include the license to disrupt a meeting or interview. Demonstrations, including those which are described as peaceful, cannot be allowed to interfere with the rights of others to have normal access to the persons against whom the demonstration is addressed; nor can demonstrations be used to harass or intimidate other individuals or groups.

5. Use of University Facilities

The University administration necessarily has the right to control the access to and use of institutional facilities. If in the judgment of a University official, or an administrative officer of a college, school, or division, or a member of the faculty who has responsibility for a particular activity, a student or group of students or other persons are interfering with the rights of other individuals or groups, as above, said official has the right to ask the student or group of students to leave the room, hall, or building. Refusal of a student or
group to do so after warning shall be considered a sufficient basis for the institution of disciplinary proceedings, subject to the defense in such proceeding that the order to leave was ultra vires or unreasonable.

6. Disciplinary Proceedings

The University Bylaws provide that the power of suspending or dismissing a student in any school is lodged with the faculty of that school, but the President or the dean of a school may suspend a student pending consideration of his case by the faculty. Each faculty has the duty of enforcing not only its own rules of conduct but also, in appropriate cases, the University rules of conduct established by the Senate under the authority granted to it by the University Bylaws.

Student Disciplinary Procedures

(Approved by the University Senate February 9, 1978)

In order to ensure the smooth functioning of University activities and to implement the principles expressed in the Statement of Policy on Student Conduct at New York University and the Rules for the Maintenance of Public Order, the Senate has established the following procedures for disciplinary action.

I. Division of Jurisdiction Between the Faculties of the Several Schools and Colleges and the Senate.

Under Sections 34(c), 61(b), and 62 of the Bylaws of New York University jurisdiction over student disciplinary proceedings is granted under certain circumstances to the faculty of the school in which a student is enrolled and under other circumstances to the Senate. In order to carry out the intention of the Bylaws the following areas of jurisdiction are designated:
A. Cases of Faculty Jurisdiction:

1. Cheating, plagiarism, forgery of academic documents with intent to defraud

2. Disruption of a lecture hall, laboratory, or any other premise used for academic purposes

3. Failure to return library books, or destruction of all or part of a library book or archival document

4. Interference with access to classrooms, laboratories, or academic offices

5. Physical detention or restraint of a student, instructor, University staff member, or administrator while that person is attempting to exercise his/her duties

B. Cases of Senate Jurisdiction:

1. Disruptive or riotous activity in student residence halls by non-resident students, or student centers of non-academic activity, such as the Loeb Student Center, or gymnasium

2. Violation of dormitory rules by residents (but see I.E.4)

3. Forgery of instruments of identification with intent to defraud

4. Theft of, or, wanton damage to, University property

5. Engaging in conduct which interferes with or disrupts any academic function involving more than one school, or which prevents or limits
the free expression of ideas, or which physically obstructs or restrains another member of the University community or a visitor.

6. Failing to surrender University identification card upon request by clearly identifiable University personnel, or failing to comply with the direction of clearly identifiable University personnel in the performance of their assigned duties.

C. Resolution of Questions of Jurisdiction in Any Particular Case

While questions of jurisdiction are not expected to be numerous or difficult, the following procedures shall be used where such questions arise:

1. Where a question arises as to whether a case should come within Faculty or Senate jurisdiction, the question shall be referred for decision to the Office of Legal Counsel of the University.

2. The decision of the Office of Legal Counsel shall be both telephoned and mailed to each student who is the subject of the same or a similar complaint as the one in which the question of jurisdiction has been raised, to the Dean of the faculty of each school in which any such student is enrolled, and to the Chairman of the University Judicial Board (hereinafter defined).

3. If either a student who is the subject of a complaint, or the Dean or Chairman of the disciplinary committee of a faculty in which such student is enrolled, or the Chairman of the University Judicial Board disagrees with
the decision rendered by the Office of Legal Counsel, such person shall have the right to appeal the decision to the Committee on Organization and Governance of the University Senate.

4. Notice of such appeal must be received by the Office of the Secretary of the Senate no later than three days after the initial decision of the Office of Legal Counsel has been communicated to the person taking the appeal. In cases in which the student has been temporarily suspended or dismissed pending disciplinary proceedings, such notice of appeal must be received within eight hours.

D. Violations of Federal, State, or Local Law.

1. In addition to falling within one of the categories defined in I.A. or I.B. above, certain offenses may violate city, state, or federal laws. It is the policy of the University to discourage such acts by its members, and such offenses or persons complaining of such offenses may be referred to the appropriate outside authority. To the extent that such acts also fall within one of the categories defined in I.A. or I.B., above, they may also be subject to applicable disciplinary measures within the University.

E. Delegations of Jurisdiction.

1. Jurisdiction over offenses listed in I.A. above is in the faculty of the school in which the student is registered, and may but need not be delegated by the faculty to the Dean of that school or to the school's Discipline Committee or its equivalent (hereinafter referred to as "Discipline Committee" in all cases).
2. Offenses listed in I.B. above shall first be referred to the Vice President for Student Affairs, or the equivalent person at the Medical Center (all references hereinafter made to the Vice President for Student Affairs, shall be deemed to include the equivalent person at the Medical Center). The Vice President for Student Affairs shall meet with the student(s) complained against and shall try to resolve the matter with the consent of the student(s). In the absence of a resolution by the Vice President for Student Affairs, the matter shall be referred to the University Judicial Board (defined below).

3. In any case of an offense listed in I.B. above in which the Vice President for Student Affairs has been unable to achieve a resolution by consent, the case shall be referred to a new standing committee of the Senate to be known as the University Judicial Board.

(a) The Board shall consist of nine members all of whom shall be members of the Senate including three students who shall be chosen by the Student Senators' Council; three faculty members who shall be chosen by the Faculty Council; and three Deans who shall be chosen by the Deans' Council.

(b) The Board shall elect its own chairperson.

(c) Any case referred to the Board shall be heard and decided by a three-person panel consisting of one Senator from each constituency.

(d) The Board shall adopt its own procedures for the selection of panels to hear
individual cases, but such procedures shall be designed to achieve a fair system of rotation in which each member of the Board shall sit in a comparable number of cases and in which members of the Board sit in varying combinations.

(e) The Senate shall temporarily increase the size of the Board at the request of the Board whenever the hearing and/or appellate caseload (defined below) require it. Any such temporary increase shall include equal numbers of representatives from each of the constituencies comprising the Board.

(f) Panels of the Board shall serve in place of the previously created University Review Board wherever any rules of the University call for the participation of the University Review Board.

4. Jurisdiction over dormitory offenses shall lie with the Judiciary Committee of such residence and with the Resident Hall Manager, in accordance with dormitory procedures, where established. If no Judiciary Committee exists, jurisdiction shall be the same as for other offenses listed in I.B. above.

II. Procedures.

A. Filing and Notice of Complaint.

Any member of the faculty, administration, or staff, or any student may file a complaint against any student for a student offense with the Dean of the school in which the student complained of is enrolled or with the Vice President for Student
Affairs. Notice of the filing shall be mailed to the student within 48 hours.

B. Interim Suspension.

A student should not be summarily suspended either completely or for certain purposes, except for reasons relating to his/her physical or emotional safety and well-being; the safety and well-being of students, faculty, staff, or University property; the maintenance of public order; or the effective continuation of the educational process.

As provided in Bylaw 62, the President or the Dean of a school, or their respective representatives, depending on the nature of the infraction, may suspend a student pending consideration of his/her case. When this occurs, the student shall be afforded the opportunity to expedite disciplinary proceedings so as to enable the determination of the appropriate sanction, if any, at the earliest possible time, preferably within forty-eight hours. Any period of interim suspension shall be deducted from any ultimate sanction involving suspension.

C. Investigation and Notice of Hearing.

Whenever a student discipline case has not been satisfactorily resolved by consent, the Discipline Committee of a faculty or the University Judicial Board shall conduct further proceedings. These proceedings may include such lawful investigatory actions as the Committee or Board deems appropriate under the circumstances. Thereafter, the Disciplinary Committee or the University Judicial Board shall send a written notice to the student advising him of the date and time of its hearing to take place not earlier than seven days after the sending of such notice except upon the consent of
the student. Should the student fail to appear, the hearing may proceed and sanction may be imposed in his/her absence.

D. Hearings.

Each Discipline Committee and the University Judicial Board shall provide hearings and make decisions on all disciplinary cases within their respective jurisdictions. They shall conduct such proceedings as they deem appropriate, but shall include the following provisions:

1. that a tape-recording be made of all hearings (to be forwarded to and preserved by the Secretary of the University until the appeal period has elapsed or until all appellate procedures have been completed).

2. that at the end of a hearing, a final written report shall be prepared and submitted to the Dean, the student, and the Secretary of the University within seven calendar days. The report shall state its findings of fact and the reasons for its decision.

3. that the student has the right to be accompanied by counsel or an adviser. The student or his counsel or adviser shall have the right to examine and cross-examine each witness either by putting questions directly to the witness or by asking questions through members of the hearing body. The method shall be determined by the hearing body, and may be altered by it at any time.
E. Faculty Discipline Committee Procedures.

Each faculty Discipline Committee shall, pursuant to Section 61(b) of the Bylaws of the University, file its own additional written rules of procedure with the Secretary of the University. Revisions to such procedures shall be promptly forwarded to the Secretary of the University.

F. Appeals.

1. A student shall have the right to appeal the decision of the hearing panel in any case involving Senate jurisdiction on the ground that the decision or the proceedings at the hearing were arbitrary or unfair. In cases of Faculty jurisdiction, the right of appeal shall be that provided by the rules of the particular faculty.

2. In Senate cases the following appeal procedures shall apply:

(a) Whenever the sanction of suspension or dismissal shall have been imposed in a Senate case, the appeal shall lie to the faculty of the school in which the student is enrolled.

(b) In all other cases of Senate jurisdiction, the appeal shall lie to the University Judicial Board. The appeal shall be heard by a three-member panel consisting of one student, one faculty member, and one dean, none of whom shall have served on the panel which conducted the hearing in the case.
(c) Any appeal must be taken within fifteen calendar days from the date on which the final report of the hearing body was sent to the student. The appeal shall be taken by the filing of a written notice requesting an appeal with the Dean of the school in cases involving the imposition of the sanction of suspension or dismissal or with the Chairman of the University Judicial Board in other cases.

(d) The hearing body which has imposed a sanction may stay the sanction pending an appeal. The appellate body shall have the power to stay the sanction imposed by the hearing body but may not vacate the stay granted by the hearing body.

(e) The appellate process shall not consist of a new hearing and shall be limited to a review of the report of and proceedings before the hearing body. The appellate body may accept the report without modification; accept the report but reduce the sanction imposed; dismiss one or more of the charges entirely; or remand the case for further proceedings. When the report is accepted by the appellate body, the matter shall be deemed finally decided without further recourse as of right.

(f) Upon the discovery of new and previously unavailable evidence, which might have had a substantial bearing on the decision rendered, the case may be reconsidered by the hearing body.
III. Disciplinary Sanctions.

A. The decision of a hearing body, in all circumstances, shall be discretionary, shall include what entry shall be made on the record of the student, and may include any one or more of the following sanctions:

1. Warning--Notice to the student, orally or in writing that continuation or repetition of the conduct found wrongful, or participation in similar conduct, within a period of time stated in the warning, shall be a cause for disciplinary action.

2. Censure--Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period of time stated in the letter of reprimand.

3. Disciplinary Probation--Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.

4. Restitution--Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

5. Monetary Fine--For any offenses.

6. Suspension--Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
7. Dismissal--Termination of student status for an indefinite period. The conditions for readmission, if any are permitted, shall be stated by the panel in the order of dismissal.

B. A student who has been suspended and who is found "not guilty" shall be allowed full opportunity to make up whatever work was missed due to the suspension.

C. No record of the disciplinary proceeding will be entered in the student's file unless a final disciplinary sanction is found to be warranted.

Speakers and Other Campus Visitors

(A Recommendation of the Commission on Student Life at Washington Square, affirmed by the University Senate on February 29, 1968)

The University is committed to upholding freedom of inquiry and expression on the campus;

The interests of the academic community are not served by fear and suppression of free discussion, controversy, and dissent;

The University upholds and encourages the freedom of students to express their views, to protest and demonstrate in an orderly and peaceful manner.

Hence:

We support the presence of speakers and other campus visitors without subjecting them to political, social, and moral tests;

We support the freedom of expression and the invitation of speakers and other visitors without obstructive or restraining actions by individuals or groups, whether they constitute a majority or minority of students, faculty, or administration;
We reject the use of physical force or other disruptive means to obstruct and restrain speakers and other campus visitors as destructive of the pursuit of inquiry and learning in a free and democratic society.

Guidelines for the Use of University Facilities

(New policy adopted by the University Senate on May 12, 1977)

1. For the purpose of these Guidelines, the following definitions apply:
   a. A University facility is one which is primarily academic, social, dormitory-residential or non-commercial in nature. Excluded from the scope of these Guidelines is space within a University facility used for offices of faculty, staff or other employees, non-dormitory residences (e.g., Silver Towers Apartments); or for commercial purposes (e.g., space rented to a public restaurant).
   b. A University organization is an organization whose membership is limited exclusively to students, faculty, administration, staff or alumni of New York University. A non-University organization is any organization whose membership is not so limited.
   c. Members of the University community are persons who are currently students, faculty, administration, staff or alumni of New York University.

2. The use of University facilities shall be limited to lawful purposes consistent with the educational purposes of the University. The assignment of space within University facilities shall be determined within these Guidelines by the primary function of the facility, the attendant priority in its use and the purpose for which the space is designed and for which it is suitable.
3. It is recognized that the assignment of space in University facilities for academic and administrative use is not covered by these Guidelines, and is the responsibility of administrative officials designated by the President.

4. Reasonable charges, including overhead, for the use of space and related equipment, facilities or amenities may be made to users of University facilities.

5. For each University facility the President shall designate the appropriate Dean or officer (hereinafter, the local office) who shall be primarily responsible for allocating space available for non-academic purposes and for coordinating the non-academic use of such space with its academic use. A local office may be responsible for more than one facility.

   a. The local office shall prepare a list of space within the facility available for non-academic use, which shall be determined in accordance with the purposes for which the space was designed and its customary use. Such space may include classrooms or seminar rooms when not in academic use or held in reserve for academic use.

   b. The Office of the Senior Vice President for Administration in consultation with the local offices shall prepare and publish consistent with these Guidelines, a schedule of fees, if any, for the use of space within the facility for non-academic purposes. The schedule may include the requirement of a deposit according to the proposed use of the facility.

   c. The local office shall prepare a reservation form*

* A standard space reservation form is available from the Room Assignments Office, 202 Main Building at Washington Square.
and a summary of special rules and regulations governing the use of space for non-academic purposes within the facility. The reservation form shall indicate the persons assuming responsibility for the use of the space and the nature of the responsibility for charges, extra expenses and damages. The form shall also indicate whether persons other than members of the University community are to participate, whether by invitation or otherwise, in the use of the facility. The summary of the rules and regulations shall include notice of legal limitations on the number of persons who can be accommodated in the given space and opening and closing hours.

6. The assignment of space listed as available for non-academic use will be governed by these Guidelines. If an applicant, otherwise qualified to reserve and use space within a University facility, is denied requested space by the local office on the ground that the proposed use is inappropriate, the Office of the Senior Vice President for Administration shall endeavor to find alternative space suitable for the user's purpose.

7. All space assignments for non-academic purposes must be made in writing on the appropriate reservation form and approved by the local office responsible for the facility.

8. Assignment of the use of space within a University facility available for non-academic purposes may be made to a non-University organization on meeting the following conditions:

a. The application must be sponsored by a unit of the University administration or faculty, by a faculty organization, or by a registered student organization that will assume responsibility, including financial obligations, for the non-University organization in connection with the application.
b. The purposes and objectives of the non-University organization must be consistent with the educational purposes of the University and not conflict with any legal restrictions on the use of University facilities.

c. The organization must qualify as a non-profit organization eligible for tax exemption under section 421 of the New York Real Property Tax Law. The burden of establishing eligibility rests with the organization, but doubtful cases shall be referred to the Office of General Counsel for decision.

9. An application for assignment of space for one or more occasions made by a member of the University community or in the name of a University organization shall be deemed to be made by a non-University organization and subject to all the requirements of those guidelines applying to non-University organizations when, for any occasion, the expected attendance of persons who are not members of the University community exceeds the expected attendance of persons who are members of the University community.

10. The acceptance of reservations and the assignment of space within a University facility available for non-academic purposes will be made in accordance with the following schedule of priorities:

a. Members of the University community for whose use the facility was primarily designed, e.g., SEHNAF administration, faculty, or students in Education Building; Weinstein residents in Weinstein; student organizations in Loeb.

b. University organizations of faculty, administration, staff or alumni and registered student and student-faculty organizations.
c. Meetings (limited to two) to organize a University organization, as defined above, sponsored by a member of the student body, faculty or administration.

d. Other use by students, faculty and administration.

e. Non-University organizations meeting the requirements of paragraph 8 above.

11. Recognizing the need to create conditions in which people of all shades of political opinion are given an opportunity to meet and discuss their views, University facilities may be used by members of the University community for the purposes of engaging in political activities when those activities are directed to and conducted within the University. However, the University cannot under its charter and the obligations of a not-for-profit educational institution in New York State become a source of subsidy for strictly political action groups. University facilities are not available to non-University organizations for use in political activities. Questions of appropriate use of University facilities for political activities should be referred to the Office of Legal Counsel.

12. The use of University facilities for the purpose of raising funds whether through charging admission to an event, by soliciting voluntary contributions, or otherwise, is permitted only under the following conditions:

a. By University organizations, provided the funds raised are intended for purposes consistent with the purposes of the University and its exemption from registration under the New York Social Services Law, and in no event are intended to be used for the support of political activities.
b. By non-University organizations, qualifying under paragraph 8 above to use University facilities, provided the funds are to be used for the purposes upon which their eligibility for tax-exempt status is based.

13. Local offices may designate areas within University facilities for the distribution of literature or other materials by students as long as such activity does not (a) impede the flow of traffic or (b) disrupt the normal functions of the facility. Sales persons, advertising distributors or other persons not members of the University community are prohibited from soliciting or distributing literature in University facilities at any time.

14. The University Senate Committee on Public Affairs shall be responsible for the review of these Guidelines and for developing additional Guidelines, if needed, for approval by the Senate; for hearing grievances and arbitrating disputes; and for determining violations of the Guidelines. Appeals from decisions of the Committee may be made to the Senate.

15. Any violation of University regulations, including these Guidelines, shall be sufficient cause for the cancellation of, or limitation on, assignment of space without prejudice to any other sanctions that may be imposed by any disciplinary body within the University.

16. A list of areas normally available for non-academic purposes is attached as Appendix A. This list will be periodically updated by the Office of the Vice President for Administration. Copies may be obtained from Administrative Services, 6th Floor, 8 Washington Place.
Title III: Rules Regulating Proceedings to Terminate for Cause the Service of a Tenured Member of the Teaching Staff, pursuant to Title I, Section VI, of the Statement in Regard to Academic Freedom and Tenure.

(Adopted by the University Board of Trustees on October 24, 1960 and amended through December 8, 1986)

I. Initiation of Dismissal Proceedings

1. Whenever the President or the Provost of the University or the dean of a college, school, or division of the University with the assent of the President or the Provost shall deem such action is warranted, that person shall initiate proceedings to terminate for cause the service of a tenured member of the teaching staff. He or she shall formulate, or cause to be formulated, the charges in writing. A copy of such charges, together with notice of proceedings for termination of his or her service for cause, shall be mailed by registered mail to the person involved ("the respondent").

2. The respondent shall serve a written answer upon his or her dean and the President of the University within twenty days after service of the charges and notice upon him or her admitting or denying each of the allegations contained in the charges and setting forth any defenses to the charges. The time for service of the answer may be extended by the President or the Provost of the University in the interests of substantial justice.

3. Upon receipt of the answer of the respondent, the dean shall forward to the chairperson of the Faculty Tenure Committee copies of the written charges and of the answer to such charges.

4. If the respondent fails to serve a written answer within twenty days, or any extension of such time, the dean shall nevertheless forward the charges to the
chairperson of the Faculty Tenure Committee with a statement showing that no answer has been served by the respondent.

5. Within fifteen days after submission of the charges and answer, or of the charges alone, as the case may be, to the Faculty Tenure Committee, the chairperson of such committee shall set a time for the commencement of a hearing, which shall not be more than thirty days thereafter unless further time is granted by the chairperson upon request of either party.

II. The Faculty Tenure Committee and its Hearing Panels

1. The Faculty Tenure Committee shall have jurisdiction, under the "Statement in Regard to Academic Freedom and Tenure" published by the Board of Trustees of New York University, to establish a hearing panel to hear the charges against a tenured faculty member in proceedings for termination of his or her service for cause. Its powers are confined to such cases and do not extend to grievances concerning the terms of special contracts of employment, promotion, salary, conditions of work, or similar questions.

2. The Faculty Tenure Committee shall consist of a faculty representative from each school or college in the University. The representative shall be a former elected senator who is still a full-time teacher in the University and is not a dean or the incumbent of a comparable administrative position. The former senator whose term has most recently concluded shall be named first, and in his or her absence by reason of leave, illness, or other inability to serve, the next most recent former senator, and if he or she be unable to serve, then the next most recent former senator, and so on until the list of former senators has been exhausted. If two or more senators had their term of office expire on the same date, lots shall be cast to determine the
former senator who shall first be eligible to serve. If there be no available and properly qualified member of the faculty of any unit, then a representative who is eligible to be an elected member of the Senate shall be elected by the faculty of the unit in the manner in which a member of the Senate is elected. The Faculty Tenure Committee shall, when the Committee is called upon to consider a case, elect a Committee chairperson who shall serve until a hearing panel has been selected and has elected its own chairperson.

3. Whenever a case has been referred to the Faculty Tenure Committee, the Committee shall designate from its membership a hearing panel of five members to hear and decide the case. One member of the panel shall be the faculty representative from the same school or college as the respondent. The remaining four members shall be selected by the Faculty Tenure Committee, and such selection shall proceed notwithstanding the unavailability to serve of any former senator from one or more schools or colleges. The hearing panel shall select its own chairperson. Once identified to serve in a particular case, the members of the hearing panel shall continue to serve until the completion of all proceedings, except as otherwise provided by these rules.

III. Conduct of Hearings before the Hearing Panel of the Faculty Tenure Committee

1. An arbitrator who is an attorney shall be the presiding officer at the hearing on the charges. The arbitrator shall be chosen from a list of 12 qualified attorney-arbitrators compiled by the American Arbitration Association. The charging party and the respondent each may strike up to four names from the list and each shall rank, in order of preference, the names of those whom they have not stricken. The Association shall then designate as the arbitrator the available person with the
highest degree of joint preference of the parties. Should more than one available person have an equally high joint preference, the Association shall select the arbitrator by lot from those with the highest joint preference.

2. A calendar of hearing dates in a proceeding for dismissal shall be fixed by the chairperson of the hearing panel after consultation with the parties to the proceeding and the arbitrator; the calendar shall be read into the record on the opening day of the hearing; it shall be adhered to unless the hearing panel orders exceptions for due cause. Whenever the interests of substantial justice appear to so require, the hearing panel may direct either or both parties to submit a summary of the evidence, a first list of witnesses to be called, or both. If the statement of the charges, or the answer thereto, appears to the hearing panel to be indefinite or obscure, the hearing panel may require a more definite statement. Where the respondent has failed to serve an answer to the charges and where it further appears that the respondent is unable to understand the charges and to participate meaningfully in the proceeding, the panel shall obtain the services of a qualified person to represent the respondent. In the absence of such circumstances or other good cause, upon the failure of the respondent to serve an answer prior to the commencement of a hearing or to appear at the hearing, the panel may, in its discretion, preclude the subsequent assertion of any defense or the introduction of evidence on behalf of the respondent.

3. The arbitrator shall conduct the hearing and rule on all procedural matters, including the admissibility of evidence, subject to the right of each party to appeal to the panel. Upon such appeal, the decision of a majority of the panel members shall control. The panel shall have the power to enlarge the time appointed in these procedures for doing any act or taking any proceedings,
where the interests of substantial justice appear to so require.

4. The hearings shall not be restricted by the rules of procedure or of the admissibility of evidence which prevail in the courts of law. Subject to the provisions of section 3 of this article III, each member of the panel, at the hearing, may inquire into whatever is believed relevant to the inquiry. Whenever the proceedings originate from a finding of scientific misconduct in accordance with the separate rules governing such proceedings, the hearing panel shall deem the report of the earlier committee to constitute the facts as to the existence of such misconduct.

5. The respondent may be assisted by counsel of his choice, as may be the charging party. Counsel for both sides shall cooperate at all times with the panel and the arbitrator.

6. A request by either party to present witnesses shall be made to the panel, which may limit the hearing of witnesses at its discretion. If witnesses are called, each party shall have the right of cross-examination.

7. Each party may introduce exhibits, which shall constitute part of the record of the case. They shall be retained in the custody of a suitable person designated by the chairperson unless, after appropriate precautions to preserve a record of their purport, the chairperson shall order otherwise.

8. A stenographic record shall be made of all proceedings at the hearing. However, on order of the chairperson, procedural matters may be discussed in executive session, the minutes of which need not be

* See the NOTE on page 180-A.
included in the transcript of the record of the hearing. This transcript shall be available to all parties to the hearing.

9. Each party shall have equal opportunity at the final session of the hearing for the summation of the case, either in person or by counsel, but no new evidence or testimony may be introduced during such summation.
10. All five members of the hearing panel shall be present at the hearing. If, after the commencement of the hearing, a member of the panel becomes unable to continue to serve, he or she shall be excused from further service. Should a member of the panel repeatedly fail to carry out his or her obligations as a member of the panel, he or she may be discharged from further service upon the vote of a majority of the remaining members of the panel. In no event, however, may the hearing panel proceed with fewer than three members, and should the number of panel members be reduced to fewer than three, the Faculty Tenure Committee shall designate a new hearing panel which shall commence a de novo proceeding. The members of the original panel who remained on the panel at the time that it ceased to function shall be eligible to serve on the successor panel. The affirmative vote of a majority of the panel shall constitute any action by the panel. Subject to the foregoing, the panel may adopt rules not inconsistent with the provisions herein set forth.

11. Upon completion of the hearing, the panel shall deliberate and make its report. The deliberations shall be conducted in executive session and shall be attended only by the members of the hearing panel. The decision of the panel must be supported by a majority of its members and no recommendation of dismissal shall be made based solely upon the failure of the person involved to answer the charges or appear at the hearing.

IV. Report of the Hearing Panel of the Faculty Tenure Committee

1. The report of the hearing panel of the Faculty Tenure Committee shall be in writing and shall consist of (a) a transcript of the record of the hearing and the exhibits offered or introduced into evidence by the parties; (b) such findings, conclusions, and proposed sanctions as the
panel shall make, including a statement of the facts deemed essential to the findings; (c) a memorandum setting forth the reasons for any recommendations, including any recommendation for severance pay where dismissal for cause is recommended; and (d) any memorandum submitted by any member of the panel, at his or her own discretion, with reference to his or her opinion as to the matters in controversy.

2. Each finding, conclusion, and recommendation shall be reported with the numerical vote of the members of the panel but not with the names of the members who voted for or against the same.

3. Complete copies of items (b), (c), and (d) described in section 1 of this Article IV shall be transmitted to the President of the University and to the parties to the hearing. Either party may take an appeal from the findings, conclusions, and recommendations of the hearing panel by filing a written notice of appeal with the President of the University within ten days of the receipt of the aforesaid items. In the event of an appeal, the full report as described in section 1 of this article IV shall be submitted to the Tenure Appeal Committee as described below.

V. The Tenure Appeal Committee of the University

1. The Tenure Appeal Committee shall have jurisdiction, under the "Statement in Regard to Academic Freedom and Tenure" published by the Board of Trustees of New York University, to hear an appeal from the findings, conclusions, and recommendations of a hearing panel of the Faculty Tenure Committee in a proceeding for the termination for cause of a tenured faculty member. Its powers are confined to such cases and do not extend to any other matter concerning the award or the termination of tenure.
2. The Tenure Appeal Committee shall consist of three persons, none of whom hold a full time appointment in the same school as the respondent, as follows: the chairperson of the Faculty Council; the chairperson of the Academic Affairs Committee of the Board of Trustees; and a person designated by the President of the University, ordinarily a dean, having the status of a tenured faculty member. In the event that either of the first two persons is unable to serve in a given case, a substitute person shall be designated, respectively, by the Faculty Council and the Board of Trustees. Any substitute for the chairperson of the Faculty Council shall be a member of the Faculty Council and any substitute for the chairperson of the Academic Affairs Committee of the Board of Trustees shall be a trustee of the University.

VI. Action by the Tenure Appeal Committee

1. Upon the request of either the respondent or the charging party, the Tenure Appeal Committee of the University shall consider the findings, conclusions, and recommendations of the hearing panel of the Faculty Tenure Committee on the record made at the hearing before the panel. If the Tenure Appeal Committee deems the record not complete, it may refer the matter back to the panel for further data, findings, and recommendations.

2. An opportunity for argument before the Tenure Appeal Committee shall be afforded to each of the parties or their representatives before the final vote on the merits of the controversy.

3. Upon appeal a tenured member of the teaching staff shall be removed for cause only by a vote of a majority of the Tenure Appeal Committee to affirm the findings of the hearing panel in support of one or more of the charges. A recommendation for dismissal for cause made by the hearing panel shall be upheld only if the Tenure
Appeal Committee determines: (i) that the findings against the respondent on one or more of the charges are supported by substantial evidence in the record as a whole; (ii) that the hearing was conducted fairly and in substantial compliance with the rules set forth above for the conduct of such hearings; and (iii) that the sanction of dismissal is appropriate. If the Tenure Appeal Committee does not determine that the findings in support of one or more of the charges are supported by substantial evidence in the record as a whole, or determines that the hearing was not conducted fairly or was not conducted in substantial compliance with the governing rules, or that the sanction of dismissal is not appropriate it shall, as the interests of substantial justice shall require: (i) dismiss the charges; (ii) remand the case for a new hearing before the same or a new hearing panel; or (iii) reduce the sanction, provided however that any decision to reduce the sanction must be upon the unanimous vote of the Tenure Appeal Committee.

4. Where the hearing panel has sustained one or more of the charges but has not recommended dismissal for cause and has instead recommended a lesser sanction, the Tenure Appeal Committee shall, upon appeal, similarly review the findings, conclusions, and recommendations of the panel. The Tenure Appeal Committee is empowered to make the final determination with respect to the appropriate sanction to be imposed provided, however, that any decision to increase the sanction recommended by the hearing panel must be upon the unanimous vote of the Tenure Appeal Committee. Where the hearing panel has not sustained any of the charges, the Tenure Appeal Committee shall, upon appeal, again review the findings, conclusions, and recommendations of the panel, and where it determines that the findings are not supported by substantial evidence in the record as a whole or that the hearing was not conducted fairly or was not conducted in substantial compliance with the governing rules to the detriment of the charging party, it may, in its
discretion, remand the case for a new hearing before a new panel of the Faculty Tenure Committee.

5. After the conclusion of its deliberations, the Tenure Appeal Committee shall prepare a report setting forth its findings and conclusions, stating the reasons therefor, including the dissenting views of any member of the Committee.

6. The secretary of the University shall provide a copy of the report of the Tenure Appeal Committee to the parties and to the President of the University.

7. The final disposition of the case shall be made public only after the parties to the hearing have been officially informed of the decision of the Tenure Appeal Committee. Until that time no information concerning the hearings shall be disclosed to the public.

VI. General Provisions

1. The members of the Board of Trustees, the President of the University and other officers of administration, the members of the Tenure Appeal Committee, the members of the Faculty Tenure Committee, the dean and members of the faculty, and all witnesses and other participants in any hearing shall be absolutely privileged as to statements or publications made in connection with the hearings, and shall have complete immunity for any decision, statement of fact, or comment relating thereto.

Title IV: General Disciplinary Regulations Applicable to Both Tenured and Nontenured Faculty Members

(Bracketed headnotes have been added.)

1. [General obligations] Quite apart from any question of tenure or the termination for cause of the service of a faculty member with tenure, all faculty members have an
obligation to comply with the rules and regulations of the University and its schools, colleges, and departments. These rules protect the rights and freedoms of all members of the academic community.

2. [Particular obligation] In particular, the faculty member is obligated to live up to the standards of academic freedom as outlined in this statement. Disciplinary action may also follow when the faculty member engages in other conduct unbecoming a member of the faculty, such as violation of the New York University Rules for the Maintenance of Public Order, any action which interferes with the regular operations of the University or the rights of others, any serious violation of the law, or any other conduct prejudicial to the teaching, research, or welfare of the University, and so forth.

Disciplinary Procedures

A. The following procedure is applicable where a question arises concerning an alleged violation by any member of the faculty of a rule or regulation of the University, with the exception of the proceedings brought by the appropriate official to terminate the services of a faculty member with tenure.

B. Initiation of Disciplinary Proceedings

1. [Who may file a complaint] Any officer of the University, any member of the faculty or staff, or any student may file a complaint against a member of the faculty for conduct prohibited by the rules and regulations of the University, or its schools, colleges, and departments.

2. [Summary suspension] Summary suspension pending investigation and hearing is an extraordinary remedy, but nothing in this statement shall be interpreted as precluding such action by the President or the Provost and Executive Vice President for Academic Affairs or the dean of the college,
school, or division involved with the assent of the President or Provost and Executive Vice President for Academic Affairs, whenever, in the judgment of either, suspension is necessary in the interest of the University community.

3. [Where to file a complaint] The complaint shall be filed with the dean of the faculty member's school, except that a complaint against a dean shall be filed with the Provost and Executive Vice President for Academic Affairs. Complaints must be filed within a reasonable time after an alleged violation.

4. [Informal resolution at school level] When a complaint is filed against a member of the faculty, an effort shall be made to resolve the matter informally under the direction of the dean of the member's school at the departmental level or with a committee of the faculty of that school. Where the charge is against the dean as a faculty member, the informal effort shall be under the direction of the Provost and Executive Vice President for Academic Affairs. Where the matter cannot be resolved in this manner, disciplinary proceedings shall proceed.

5. [Hearing committee for the nontenured] Where the faculty member does not have continuous or permanent tenure, the matter shall be referred, with all pertinent information, to the Chairman of the Faculty Council, who shall appoint a special committee of the faculty, either members of the Council or not, to hear the matter. The majority of the committee members shall be from the school in which the faculty member holds primary appointment. The Chairman of the Faculty Council shall appoint the chairman of the committee.

6. [Procedures and authority under Item 5] The special hearing committee shall adopt its own rules of procedure and shall have authority to impose any of the penalties, other than dismissal, listed in paragraph B.9 and to recommend dismissal. Decisions shall be by majority vote. A recommendation for dismissal must be approved by the dean.
(except where he is the subject of the charge) and the Provost and Executive Vice President for Academic Affairs.

7. [Hearing committee for the tenured] Where the faculty member has continuous or permanent tenure, and the proceeding or charge was not brought by the President, the Provost and Executive Vice President for Academic Affairs, or the dean of the member's school or college, specifically in order to terminate service (Title III), the matter shall be referred to the chairman of the Faculty Tenure Committee, who shall appoint a special hearing committee and chairman from the membership of the Faculty Tenure Committee. One member of the hearing committee shall be from the college or school in which the faculty member holds primary appointment.

8. [Procedures and authority under Item 7] The special hearing committee of the Faculty Tenure Committee shall adopt its own rules of procedure and shall have authority by majority vote to impose any of the penalties, other than dismissal, listed in paragraph B.9. If the possibility of dismissal should be at any time involved, the procedure must follow that in Title III.

9. [List of penalties] Penalties for violations of the rules and regulations of the University, or its schools, colleges, and departments shall include, but are not limited to, the following:

a) Reprimand
b) Censure
c) Removal of privileges
d) Suspension
e) Dismissal
10. [Appeal] A faculty member may appeal the decision by the hearing committee to impose a penalty. Appeal shall be to the Chancellor of the University. Grounds for an appeal shall be that the decision was not supported by substantial evidence in the record taken as a whole or that the proceedings were not conducted in substantial compliance with the principles enumerated herein. In cases involving scientific misconduct, substantial deviance from procedures set out for fact-finding within the affected school shall also be grounds for appeal. Any such appeal must be made to the Chancellor within fifteen calendar days after receipt of notice of the decision of the hearing committee. The Chancellor may seek the advice of such individuals or groups as he or she deems appropriate.

In deciding the appeal the Chancellor may affirm or reverse the decision of the hearing committee, may remand the case for a new or further investigation by the same or a different committee, or may increase or decrease the sanction imposed as the interests of substantial justice appear to him or her to require. Where scientific misconduct is at issue, the Chancellor may also remand the case to the dean of the appropriate school with a request for a new or further fact-finding by the same or a new committee, appointed in accordance with the provisions of the rules governing such cases.

* NOTE. The words in Title III, Section III, 4, and in Title IV, Section B, 10, that follow this sign (*) were approved by the Board of Trustees on December 8, 1986, to conform with procedures adopted for dealing with allegations of faculty misconduct in scientific research.
Faculty Grievance Procedures

(New policy adopted by the University Senate May 10, 1973; approved by the Board of Trustees May 21, 1973)

Preface

The purpose of these regulations is to establish University procedures by means of which faculty members can seek redress of their grievances. A grievant must be a faculty member of New York University when he initiates the appellate grievance procedure under B, infra.

A. Faculty Grievances, General.

Faculty grievances are classified into two main types:

1. Those connected with appointment, reappointment, promotion, or tenure.

2. Those concerned with other matters, such as duties, salaries, perquisites, and working conditions.

Although it may be preferable to treat all grievances as uniformly as possible, whatever the issue, those stemming from appointment decisions must be dealt with in a manner that conforms to the general appointment procedures. The initial protection for the faculty member is in the statement on Academic Tenure and the regulations and procedures on Appointment and Notification of Appointment. It is expected that most grievance cases, particularly those concerned with matters such as duties, salaries, perquisites, and working conditions, will be settled within each school or faculty. The schools and faculties have wide latitude in establishing procedures to meet their needs.

3. In the case of all grievances, attempts shall be made to settle the dispute by informal discussions between the concerned parties, possibly with the assistance of mediators.
4. Each school or faculty shall establish a faculty committee to hear grievance cases in order to advise the Dean. This grievance committee shall be elected by the voting members of the faculty and shall be a standing committee of the school or faculty. A majority of the committee shall be tenured members of the faculty. It shall not include departmental chairmen or departmental heads or any faculty member whose primary assignment is administrative.

5. If a faculty member's grievance is not settled informally at a level below the Dean, or by the Dean himself, he may appeal to the Dean to convocate the grievance committee of the school or faculty. The Dean shall do so within 15 working days. After obtaining the recommendation of the grievance committee, the Dean shall decide the case and in writing shall notify the concerned parties and the grievance committee of his decision, together with reasons therefor, and information on the procedure for appeal.

6. If a faculty member has no grievance at a level below the Dean but the Dean makes a decision against the faculty member, the latter may request the Dean for a hearing before the grievance committee of the school or faculty. The Dean shall convocate the grievance committee within 15 working days. After receiving the recommendation of the committee, the Dean shall then make his final decision and shall notify as in A-5.

B. Appeal from a Dean's Decision on Appointment, Reappointment, Promotion, or Tenure.

1. Appeals from such decisions can be made only on the following grounds:

a) that the procedures used to reach the decision were improper, or that the case received inadequate consideration;

b) that the decisions violated the academic freedom of the person in question, in which case the burden of proof is on that person.
2. A faculty member intending to make an appeal shall indicate such intention in writing to the Provost and Executive Vice President for Academic Affairs of the University within 15 days after receiving written notification of the Dean's decision. An exception to this may be made only with the consent of the grievant, the Dean, and the Provost and Executive Vice President for Academic Affairs.

3. Where such an appeal is made, the Dean shall transmit to the Provost and Executive Vice President for Academic Affairs a report of the proceedings in the case at its earlier stages. The Provost and Executive Vice President for Academic Affairs shall in each case obtain the advice of a standing committee of no less than three tenured faculty members selected by the Faculty Council but not necessarily members of that body. This committee shall be called the Faculty Council Grievance Committee.

4. The Faculty Council Grievance Committee shall hold a hearing and shall complete its deliberations and notify the Provost and Executive Vice President for Academic Affairs of its recommendations, preferably within 30 days of the close of the hearing, but in any case within 60 days.

5. The Committee shall not judge professional merits, but only ascertain whether procedural safeguards have been observed. Evidence that a decision appealed from is so arbitrary that it has no rational foundation may be considered on the issue of "inadequate consideration" (B-1-a above).

6. The Committee shall at all times follow the requisites of a fair and equitable hearing, but it is not to be restricted by the technical rules of evidence or the formality of the adversary proceeding as in a court trial. In each case the Committee shall determine its own procedure, adapting the requirements of the particular case to the equity of the situation. This shall include, for example, the question of a record of the hearing, the examination of witnesses, the schedule and public nature of meetings, etc. The grievant,
however, may determine whether he or she shall have the aid of an advisor or counsel.

7. After receiving the advice of the Faculty Council Committee, the President and the Provost and Executive Vice President for Academic Affairs shall decide the case and notify the grievant, the Dean, and the Chairman of the Faculty Council Committee. If the advice of the latter is not followed, the reasons shall be reported with the decision.

8. If the Dean's decision is favorable to the faculty member and hence is not appealed and the Office of the Provost and Executive Vice President for Academic Affairs reverses that decision without seeking the advice of the Faculty Council Grievance Committee as described in B-1 through 7, the faculty member may then invoke the appeal procedure.

C. Appeal from a Dean's Decision on Matters Such as Duties, Salaries, Perquisites, and Working Conditions (A-2 above).

Where such an appeal is desired by a faculty member and the Provost and Executive Vice President for Academic Affairs of the University is so informed within 15 days after the member is notified of the decision, the Central Administration shall make informal procedures available.

Appeal from the Dean's decision can be made only on the same grounds as in B-1 above.

D. Copies of the Grievance Procedures.

A copy of the school's grievance procedure and of this appellate procedure should be given to each full-time faculty member.
New York University Centers

1 Institute of Fine Arts
1 East 78th Street

2 New York University Midtown Center
11 West 42nd Street
School of Continuing Education and Extension Services

3 New York University Medical Center
550 First Avenue
School of Medicine
Post-Graduate Medical School
University Hospital
Institute of Rehabilitation Medicine
Arnold and Marie Schwartz Health Care Center

4 New York University Dental Center
421 First Avenue
College of Dentistry
Dental Clinics
Institute for Dental Research

5 Washington Square Center
Tisch School of the Arts
College of Arts and Science
College of Business and Public Administration
School of Continuing Education and Extension Services
School of Education, Health, Nursing, and Arts Professions
Gallatin Division
School of Social Work
Graduate School of Arts and Science
School of Law
Graduate School of Public Administration
Courant Institute of Mathematical Sciences
Elmer Holmes Bobst Library and Study Center
Coles Sports and Recreation Center

6 Graduate Business Center
100 Trinity Place
Graduate School of Business Administration
Salomon Brothers Center for the Study of Financial Institutions
### Key to Buildings

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</tr>
<tr>
<td>2</td>
<td>Britton Residence Hall, 55 East 10th Street</td>
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<tr>
<td>3</td>
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<td>La Maison Francaise, 16 Washington Mews</td>
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<tr>
<td>9</td>
<td>Weinstein Center for Student Living, 5 University Place</td>
</tr>
<tr>
<td>10</td>
<td>23 Washington Square North</td>
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<td>11</td>
<td>Gallatin House, A Washington Square North</td>
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<td>12</td>
<td>Chase House, 5 Washington Square North</td>
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<td>13</td>
<td>3 Washington Square North</td>
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<td>14</td>
<td>3 Washington Square North</td>
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<td>15</td>
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<td>16</td>
<td>1 Washington Square North</td>
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<tr>
<td>17</td>
<td>Rubin D. Smith Hall, 25 Waverly Place</td>
</tr>
<tr>
<td>18</td>
<td>Main Building, 100 Washington Square East</td>
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<tr>
<td>19</td>
<td>Waverly Building, 24 Waverly Place</td>
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<tr>
<td>20</td>
<td>Kimball Hall, 23 Waverly Place</td>
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<td>21</td>
<td>246 Greene Street</td>
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<tr>
<td>22</td>
<td>725 Broadway</td>
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<td>23</td>
<td>721 Broadway</td>
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<td>24</td>
<td>Brown Building, 29 Washington Place</td>
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<td>25</td>
<td>245 Greene Street</td>
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<td>Student Activities Annex, 21 Washington Place</td>
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<td>257 Washington Place</td>
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<td>NYU Post Office, 5 Washington Place</td>
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<td>29</td>
<td>Fraternity House, 3 Washington Place</td>
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<td>30</td>
<td>715 Broadway</td>
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<td>31</td>
<td>Hayden Residence Hall, 33 Washington Square West</td>
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<tr>
<td>32</td>
<td>Press Building, 12 Washington Place</td>
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<tr>
<td>33</td>
<td>Press Annex, 26 Washington Place</td>
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<td>34</td>
<td>The Book Center, 16 Washington Place</td>
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<td>35</td>
<td>1414A Washington Place</td>
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<td>36</td>
<td>20 Washington Place</td>
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<tr>
<td>37</td>
<td>Psychology Building, 6 Washington Place</td>
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<tr>
<td>38</td>
<td>Arts and Science Library Hall of Physics, 12 Washington Place</td>
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<tr>
<td>39</td>
<td>90 Washington Square East</td>
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<tr>
<td>40</td>
<td>East Building, 339 Greene Street</td>
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<td>41</td>
<td>South Building, 51 West Fourth Street</td>
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<td>42</td>
<td>Education Building, 35 West Fourth Street</td>
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<td>43</td>
<td>1221 West Fourth Street</td>
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<tr>
<td>44</td>
<td>369 Mercer Street</td>
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<tr>
<td>45</td>
<td>Vanderhall Hall, 40 Washington Square South</td>
</tr>
<tr>
<td>46</td>
<td>Heye Krevkorvin Center for Near Eastern Studies, 50 Washington Square South</td>
</tr>
<tr>
<td>47</td>
<td>240 Sullivan Street</td>
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<tr>
<td>48</td>
<td>Johnson Residence Hall, 53-54 Washington Square South</td>
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<td>49</td>
<td>Catholic Center at NYU, 58 Washington Square South (not University building)</td>
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<tr>
<td>50</td>
<td>Loeb Student Center, 566 La Guardia Place</td>
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<tr>
<td>51</td>
<td>Elmer Holmes Bobst Library and Study Center, 70 Washington Square South</td>
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<td>52</td>
<td>Shinkin Hall, 50 West Fourth Street</td>
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<td>53</td>
<td>Gould Plaza</td>
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<tr>
<td>54</td>
<td>Tisch Hall, 40 West Fourth Street</td>
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<td>55</td>
<td>Warren Weaver Hall, 231 Mercer Street</td>
</tr>
<tr>
<td>56</td>
<td>345 MacDougal Street</td>
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### Key to Services and Activities

#### Academic Units

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<th>Department</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td>College, Schools, and Divisions</td>
<td>Tisch School of the Arts, 1st Floor</td>
</tr>
<tr>
<td>College of Arts and Science</td>
<td>18 Washington Mews</td>
</tr>
<tr>
<td>College of Business and Public Administration</td>
<td>24 Waverly Place</td>
</tr>
<tr>
<td>School of Continuing Education</td>
<td>30 East 10th Street</td>
</tr>
<tr>
<td>School of Education, Health, Nursing, and Arts Professions</td>
<td>24 Washington Mews</td>
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<tr>
<td>Callahan Division</td>
<td>6 University Place</td>
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<tr>
<td>School of Social Work</td>
<td>1515 Washington Place</td>
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<tr>
<td>Graduate School of Arts and Science</td>
<td>715 Broadway</td>
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<tr>
<td>Graduate School of Law</td>
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#### Institutes, Centers, and Programs

<table>
<thead>
<tr>
<th>Institute</th>
<th>Address</th>
</tr>
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<tbody>
<tr>
<td>The American Language Institute</td>
<td>25 Washington Mews</td>
</tr>
<tr>
<td>The Center for Reading Improvement</td>
<td>30 East 10th Street</td>
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<tr>
<td>The Center for Safety</td>
<td>24 Waverly Place</td>
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<tr>
<td>Courant Institute of Mathematical Sciences</td>
<td>30 Washington Mews</td>
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<tr>
<td>Deutsches Haus</td>
<td>18 Washington Mews</td>
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<tr>
<td>Corby Art Gallery and Study Center</td>
<td>30 Washington Mews</td>
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<tr>
<td>Heye Krevkorvin Center for Near Eastern Studies</td>
<td>30 Washington Mews</td>
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<tr>
<td>Higher Education Opportunity Program</td>
<td>30 Washington Mews</td>
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<tr>
<td>Institute of French Studies</td>
<td>30 Washington Mews</td>
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<tr>
<td>La Maison Francaise</td>
<td>16 Washington Mews</td>
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<tr>
<td>Para-Educator Center for Young Adults</td>
<td>16 Washington Mews</td>
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#### Admissions

<table>
<thead>
<tr>
<th>Office</th>
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<tbody>
<tr>
<td>Office of Undergraduate Admissions</td>
<td>35 West Fourth Street, 2nd Floor</td>
</tr>
<tr>
<td>Graduate Offices</td>
<td>3rd Floor</td>
</tr>
<tr>
<td>Tisch School of the Arts</td>
<td>3rd Floor</td>
</tr>
<tr>
<td>Graduate School of Arts and Science</td>
<td>3rd Floor</td>
</tr>
<tr>
<td>School of Education, Health, Nursing, and Arts Professions</td>
<td>3rd Floor</td>
</tr>
<tr>
<td>School of Law</td>
<td>4th Floor</td>
</tr>
<tr>
<td>School of Social Work</td>
<td>5th Floor</td>
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#### Dining

<table>
<thead>
<tr>
<th>Dining Location</th>
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<tr>
<td>Student Dining</td>
<td>47 University Place</td>
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#### Student Services

<table>
<thead>
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<tr>
<td>Counseling and Advisement</td>
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<tr>
<td>Student Activities</td>
<td>24 Waverly Place</td>
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<td>Student Affairs</td>
<td>24 Waverly Place</td>
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<tr>
<td>Alumni Relations</td>
<td>47 University Place</td>
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<tr>
<td>Student Employment</td>
<td>24 Waverly Place</td>
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<tr>
<td>Student Employment Office</td>
<td>24 Waverly Place</td>
</tr>
<tr>
<td>Student Employment Office, 2nd Floor</td>
<td>24 Waverly Place</td>
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<tr>
<td>Student Employment Office, 2nd Floor</td>
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<tr>
<td>Student Employment Office, 3rd Floor</td>
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<tr>
<td>Student Employment Office, 3rd Floor</td>
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</tr>
<tr>
<td>Student Employment Office, 4th Floor</td>
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#### Miscellaneous

<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>Alumni Federation</td>
<td>47 University Place</td>
</tr>
<tr>
<td>Institutional Facilities and Administrative Services</td>
<td>47 University Place</td>
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<tr>
<td>Law Review Officers</td>
<td>47 University Place</td>
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<tr>
<td>Law Review Officers</td>
<td>47 University Place</td>
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<tr>
<td>Law Review Officers</td>
<td>47 University Place</td>
</tr>
<tr>
<td>NYU Post Office</td>
<td>47 University Place</td>
</tr>
</tbody>
</table>
Graduate Business Center

1. Federal Reserve Bank of New York
2. City Hall
3. South Street Seaport Museum
4. St. Paul's Chapel
5. World Trade Center
6. Trinity Church
7. American Stock Exchange
8. Castle Clinton National Monument
9. Fraunces Tavern
10. New York Stock Exchange
11. Federal Hall National Museum
12. The Customs House

Subways
- IRT Seventh Avenue (No. 1 Line)
- IRT Lexington Avenue (No. 4 and No. 5 Lines)
- BMT (RR Line)
- IND Eighth Avenue (AA and E Lines)
- PATH Lines
New York University Medical and Dental Centers

1. Research Building of the Institute of Rehabilitation Medicine
2. Institute of Rehabilitation Medicine
3. Auxiliary Pavilion
4. Service Wing North Building
5. University Hospital
6. Service Wing East Building
7. Medical Science Building
8. Alumni Hall
9. Kaufmann Court
10. Arnold and Marie Schwartz Health Care Center
11. William B. and Cécile H. Rubin Hall of Residence
12. Office of the Chief Medical Examiner
13. Henry W. and Albert A. Berg Institute for Experimental Physiology, Surgery, and Pathology
14. Arnold and Marie Schwartz Lecture Hall Building
15. Bellevue Hospital Center
16. College of Dentistry Basic Science Building
17. Lower East Side Health and Teaching Center
18. Dental Apartments
19. K. B. Weissman Clinical Science Building
20. Arnold and Marie Schwartz Hall of Dental Sciences
21. New York Veterans Administration Hospital
How to Reach Washington Square

**Lexington Avenue (Interborough) Subway (IRT)**
Local to Astor Place Station. Walk west on Astor Place to Broadway, then south on Broadway to Waverly Place, and west on Waverly Place to Washington Square.

**Broadway (Brooklyn-Manhattan) Subway (BMT)**
Fourth Avenue local to Eighth Street Station. Walk south on Broadway to Waverly Place, then west on Waverly Place to Washington Square.

**Sixth or Eighth Avenue (Independent) Subway (IND)**
Express to West Fourth Street—Washington Square Station. Walk east on West Fourth Street or Waverly Place to Washington Square.

**Seventh Avenue (Interborough) Subway (IRT)**
Local to Sheridan Square Station. Walk east on Waverly Place to Washington Square.

**Port-Authority Trans-Hudson (PATH)**
To Ninth Street Station. Walk south on Avenue of the Americas to Waverly Place, then east to Washington Square.

**Fifth Avenue Bus**
Buses numbered 1, 2, 2A, 3, and 5 to Eighth Street and University Place. Walk one block south to Washington Square.

**Eighth Street Crosstown Bus**
Bus numbered 13 to University Place. Walk south to Washington Square.

**Broadway Bus**
Bus numbered 6 to Waverly Place. Walk three blocks west to Washington Square.

How to Reach New York University Medical Center

**Lexington Avenue (Interborough) Subway (IRT)**
Local to 33rd Street Station. Walk east to First Avenue.

**Seventh Avenue (Interborough) Subway (IRT)**
Express to 33rd Street Station. Walk east or take crosstown bus to First Avenue.

**Broadway (Brooklyn-Manhattan) Subway (BMT)**
Express to 34th Street Station. Walk east or take crosstown bus to First Avenue.

**Sixth or Eighth Avenue (Independent) Subway (IND)**
Express to 34th Street Station. Walk east or take crosstown bus to First Avenue.

**First Avenue Bus**
Runs north. Stops at Medical Center, 550 First Avenue.

**Second and Third Avenue Buses**
Second Avenue bus runs south; Third Avenue bus, north. To 31st or 33rd Street. Walk east to Medical Center.
How to Reach the College of Dentistry

**Lexington Avenue (Interborough) Subway (IRT)**
Local to 23rd or 28th Street Station. Walk east to First Avenue and 25th Street to the College of Dentistry.

**Seventh Avenue (Interborough) Subway (IRT)**
Local to 23rd or 28th Street Station. Walk east or take 23rd Street crosstown bus to First Avenue, walk north to 25th Street to the College of Dentistry.

**Broadway (Brooklyn-Manhattan) Subway (BMT)**
Fourth Avenue local to 23rd or 28th Street Station. Walk east to First Avenue and 25th Street to the College of Dentistry.

**Sixth or Eighth Avenue (Independent) Subway (IND)**
Local to 23rd Street Station. Walk east or take 23rd Street crosstown bus to First Avenue, walk north to 25th Street to the College of Dentistry.

**First, Second, and Third Avenue Buses**
First and Third Avenue buses run north; Second Avenue bus runs south. To 25th Street. Walk to the College of Dentistry.

How to Reach the Graduate Business Center

**Seventh Avenue (Interborough) Subway (IRT)**
Express to Chambers Street, then local to Rector Street Station. Walk east one block, then north on Trinity Place to Nichols and Merrill Halls.

**Broadway (Brooklyn-Manhattan) Subway (BMT)**
Fourth Avenue local to Rector Street Station. Walk north one block on Trinity Place to Nichols and Merrill Halls.

**Eighth Avenue (Independent) Subway (IND)**
AA or E lines to World Trade Center Station. Walk south on Church Street and continue south on Trinity Place for three blocks to Nichols and Merrill Halls.

**Lexington Avenue (Interborough) Subway (IRT)**
Express to Wall Street. Walk west on Rector Street one block, then north one block on Trinity Place to Nichols and Merrill Halls.

**Port Authority Trans-Hudson (PATH)**
To World Trade Center Station. Walk south on Church Street and continue south on Trinity Place for three blocks to Nichols and Merrill Halls.
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