FOREWORD

This pamphlet is designed to acquaint members of the faculty and administrative staff of New York University with the organization and functions of the institution and with certain procedures and conventions affecting such personnel. It is not intended as a set of regulations but merely as an informative bulletin. All references to policy or practice are subject to interpretation or modification by the officers charged with such responsibility under the statutes of the corporation, and to such changes as may be effected by the governing Council of the University. This handbook, moreover, is not intended to supplant, but merely supplement, those manuals of instruction issued from time to time by certain divisions of the University for the local guidance of their respective staff members.

(Published September 1948 by New York University)
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THE UNIVERSITY

Historical Sketch

New York University, a privately-controlled, non-sectarian institution, was granted its charter by the state of New York on April 18, 1831. The intention of its founders, who included such outstanding figures as Morgan Lewis, James Tallmadge, Stephen Whitney, John Delafiey, and Albert Gallatin, the first president of the Council, was to establish a university "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." And although more than half a century elapsed before this far-reaching ideal approached realization, the avowed educational policy of the University, since the opening of the first classes in the fall of 1832, in Clinton Hall on the southwest corner of Nassau and Beekman Streets, marking the beginning of its oldest division, the University College of Arts and Pure Science, has followed consistently the liberal philosophy upon which the institution was founded.

Owing to the limitations of the original public subscription, the first instruction was restricted to the traditional classical studies then current in American colleges and universities. In 1835, however, the Council approved a plan for legal instruction drawn up by Benjamin F. Butler, Attorney General in Jackson's and Van Buren's Cabinets, thus inaugurating the first of its professional divisions. And in the autumn of that year the University moved into its first permanent quarters, a Gothic structure begun in 1833 and located on the east side of Washington Square where now stands the
Main Building. Next in order of establishment was the Medical Department, later the College of Medicine, in which instruction was begun in 1841. In 1947, with authorization from the Board of Regents of New York State for the University to operate a hospital and related clinical facilities, the College of Medicine was expanded into the comprehensive New York University-Bellevue Medical Center, of which it is now the focal unit.

Although engineering subjects had been taught since 1832, the University Catalogue dated June 1854 announced the inauguration of a School of Civil Engineering and Architecture. The first engineering degrees were given in 1862. It was not until April 1899, however, that complete organic separation of the engineering group of courses from the University College of Arts and Pure Science was effected. In that year the Council created the School of Applied Science, the name being changed in 1920 to the College of Engineering.

With the organization in 1886 of the Graduate School (renamed Graduate School of Arts and Science in January 1940) the University entered a period of expansion in graduate and professional study commensurate with the vision of its founders. One division of this new graduate department developed, four years later, into the School of Pedagogy (renamed the School of Education in 1921), the first of its kind to be established on the university plane of professional schools of law, medicine, and theology.

The School of Commerce, Accounts, and Finance, not only one of the largest schools of the University, but also the largest of its kind in the country, was organized in 1900. From it, in turn, was developed the Graduate School of Business Administration (organized in 1916 as the Graduate Division of Business Administration and renamed in 1920). The School of Retailing (established as the Training School for Teachers of Retail Selling in 1919) was constituted as a degree-granting school in 1921.

In 1894 the undergraduate liberal-arts program was removed to the new campus at University Heights. In December of 1903, however, it was found expedient to resume some undergraduate liberal-arts work at the Washington Square Center. This work, at first limited to juniors and seniors, was finally, in response to insistent student demand, expanded to include freshmen and sophomores; and accordingly, in 1913, Washington Square College (renamed Washington Square College of Arts and Science in January 1940) was established.

The College of Dentistry and the Graduate Division for Training in Public Service complete the entente of autonomous, degree-granting schools and divisions of the University. The former was established in 1925 when the New York College of Dentistry, an independent school founded in 1866, was incorporated into the general University structure; the latter, in 1938, in recognition of the need of professional graduate training for government service.

In 1934 what is now the Division of General Education was organized through amalgamation of the University Extension Division (1926) and the Institute of Education (1924). Through this Division are administered such constituent units as the Reading Clinic, the Center for Safety Education, and the Testing and Advisement Center.

Thus the University, through its thirteen schools, colleges, and divisions, offers a remarkably varied program of study in some thirty-four general fields of interest. In 1947-1948 its student enrollment reached the unprecedented total of some 67,000 men and women in physical attendance at some one of the University centers for some portion of the year. Of this cavalcade,
representing 47 states of the Union and 56 foreign countries, there were over 25,000 full-time students attending the regular September-June terms, with more than 34,000 part-time matriculants during the same period. Over half of them (53.6 per cent) attended during the day, the remainder in the late afternoon and evening. Men students totaled 41,795 and women 17,295. Some 15,149 were enrolled in graduate, 3,001 in professional, and 31,222 in undergraduate programs. In addition, 9,708 were enrolled for noncredit work in adult education. Serving this student body was a faculty of over 3,000. The full-time membership of the University staff, including plant and clerical employees, approximates 2,000 men and women. The number of students qualifying for degrees and certificates in 1947-1948 approached 8,000.

The University regards itself as the servant and agent of its extensive clientele in the advancement of the general welfare of the common weal through higher education. Service to the great urban community in which it is located and whose name it bears, and to the nation at large, is its undeviating purpose. Maintaining faith in the older tested values in liberal education, it has always been receptive at the same time to new ventures of merit, and has frequently pioneered in educational measures that have gained wide approval and adherence.

Name and Seal of New York University

Although the name of the University in the original charter was the University of the City of New York, the institution was from the beginning referred to commonly as New York University, and that name was officially approved by the State Regents in 1896. The formal use of it is now restricted to enterprises and activities immediately related to the institution and under its full control.

The official seal of the University, which under the aegis of the Secretary is limited in use to official documents and communications, depicts the silver ceremonial "torch of learning" borne in formal University ceremonies and a group of running figures symbolizing the competitive aspects of the pursuit of high learning; and carries the Latin motto "Perstare et praestare," which, though variously interpreted, is generally translated as "To persevere and to excel," together with the date of the founding of the University. When reproduced, the darker portion of the emblem is usually done in violet, the official color of the University.

The Six Centers

The thirteen schools, colleges, and divisions that constitute New York University are located at six separate centers in New York City. The most populous of these centers is at Washington Square, the original seat of the institution, and incidentally the birthplace of telegraphy and modern photography at the hands of Professors Samuel F. B. Morse and John W. Draper, respectively. That center now embraces Washington Square College of Arts and Science, the School of Commerce, Accounts, and Finance, the School of Education, the Graduate School of Arts and Science (with some classes conducted at University Heights), the School of Law, the School of Retailing, the Graduate Division

(A more detailed sketch of the development of New York University is to be found in the Catalogue. For the most recent printed history see New York University 1832-1932 by Professor Theodore Francis Jones.)
for Training in Public Service, and the Division of General Education. Much of the classroom instruction of the evening division of the College of Engineering is also conducted at this center. The Graduate School of Business Administration is at 90 Trinity Place in the Wall Street area. The College of Medicine, with its Division of Nursing embracing the Bellevue Schools of Nursing, is on First Avenue adjoining Bellevue Hospital; and the College of Dentistry is located on nearby East Twenty-Third Street. On East Eightieth Street, in the vicinity of the Metropolitan Museum, is the Institute of Fine Arts, which is a department of the Graduate School of Arts and Science. And at University Heights, in the Borough of the Bronx, are located, on a forty-six acre campus overlooking the Harlem River, the University College of Arts and Pure Science, the oldest division of the University, and the College of Engineering, including the Guggenheim School of Aeronautics.

Financial Statement

New York University is a privately-controlled institution which receives no direct financial support from any city, state, or federal source. The report of the Treasurer for the year 1946-1947 showed an income of $16,615,218, of which 85 per cent derived from student-fee collections. Although not a public institution, its financial transactions with the United States Government were in excess of $9,140,000, of which some 96 per cent represented purchase of G. I. tuition, books, and supplies. Gifts for the year totaled $2,667,343, including those for Medical and Law Centers for which fund-raising campaigns are currently in progress. The endowment fund assets, as of June 30, 1947, are listed at $10,963,036. On the expense side, payments for instruction totaled $9,499,746, exclusive of building operational costs, office salaries, supplies, etc., and general charges. Payments for annuity contributions toward retiring allowances were $159,556, and for group insurance premiums, $48,365.

Organization and Administration

The University Council. The governing body of the University is the Council, a self-perpetuating board consisting of thirty-two members, each holding office for four years or until his successor is elected. Four of the members, of whom one new member is elected each year, represent the Alumni. The officers of the Council consist of a President, a Vice-President, a Secretary, and a Treasurer, who serve for one year and until their successors are appointed. Within the organization of the Council are fourteen standing committees and the Executive Committee appointed annually.

Executive Officers. The executive head of the University is the Chancellor, elected by the Council, who serves ex-officio as chairman of the Executive Committee and a member of the several standing committees. He is technically the head of each faculty and the medium of communication between each faculty and the Council.

The chief financial and business administrator of the University is the Vice Chancellor and Comptroller, who also serves as executive head of those departments, offices, and employees of the University not attached to the instructional staff. To assist him in the conduct of these duties are the Director of Accounts, the Bursar, the Supervisors of Property, the Supervisor of Purchases, and the Director of Personnel (University Office Manager).

The general executive assistant to the Chancellor is the Vice Chancellor and Secretary. As Secretary of the University he is concerned with miscellaneous correspondence relating to the University at large, and is generally responsible for the maintenance and supervi-
sion of Council records, including faculty contracts, the issuance of diplomas, and the oversight of such matters as printing, publicity, public ceremonies, and faculty bibliography, and serves with the Registrar in the general administration of student admissions and registration.

Other central officers of administration include: the Provost, whose duties generally are those of a dean of the faculties and who, in consultation with the deans and other officers concerned, looks after the preparation and administration of the University budget for instruction; the Registrar, who is immediately responsible for the registration of matriculants, and the over-all supervision and control of student records; the Director of the Libraries, whose duties are to supervise, co-ordinate, and plan for the various libraries of the University; and the Director of the Hall of Fame (see p. 43), who conducts the elections to the Hall of Fame and organizes and directs appropriate ceremonies for the installation of tablets and busts commemorative of those names chosen by the electorate.

The University Senate. The membership of the University Senate consists of the Chancellor, the Vice Chancellor and Secretary, the Provost, the Director of the Libraries, and the dean and one professor from the faculty of each school and college, together with the dean and director respectively of the Division of General Education and the Graduate Division for Training in Public Service, and with the Director of the Hall of Fame serving in an advisory capacity. The Senate is concerned in general with matters of academic policy affecting more than one school of the University. It is charged with determining the time, place, and manner of the annual commencement exercises; with defining the meaning of educational terms used in University publications and administration; with giving the imprint of the University Press to books and periodicals; and with those duties imposed upon it by the constitution of the Hall of Fame. In addition the Senate has advisory powers of submitting recommendations upon educational matters to the administration, the Council, and the separate faculties.

Faculty Committee on University Policy. A Faculty Committee on University Policy, composed of the professorial members of the Senate, one from each school and college of the University as elected by the respective faculties thereof, serves in an advisory capacity to the Chancellor with respect to matters of peculiar interest to the faculty membership at large. Its membership rotates according to the regulations laid down for professorial membership in the Senate.

Faculties. The faculty of each school, college, or division consists of the Chancellor, or his representative, the dean of the school, and the professors, associate professors, and assistant professors. Professors emeriti and instructors are entitled to attend meetings without vote, except in the College of Medicine where they may be present by invitation. Subject to the rules of the Council, the faculty may divide the courses of instruction into departments, according to the subject matter of instruction, and adopt such rules governing the relations of subordinate officers of instruction to heads or chairmen of departments as it may find necessary.

The dean of each school is responsible for executing such rules as the faculty of the school may from time to time adopt and in general administering the affairs of the school, including the program of instruction and the conduct of officers of instruction and of students, subject to the direction of the Chancellor and the statutes of the University, and such special orders as may from time to time be adopted by the Council. In addition to the dean, the administration of each school may include a secretary and such associate or
assistant deans as may be appointed by the Council to assist the dean in the execution of his duties. The statutes of the University specify that each faculty shall hold at least four meetings each year, at such times and places as it may determine.

The Graduate Commission. The University Commission on Graduate Work is charged with achieving parity of standards in graduate study at the University and with power to formulate and recommend, subject to the approval of the Chancellor and Council, general policies respecting graduate study in the University leading to such degrees as Master of Arts, Master of Science, Master of Public Administration, Master of Science in Retailing, Doctor of Philosophy, Doctor of Education, Doctor of Commercial Science, Doctor of Engineering Science, Doctor of Juridical Science, and Doctor of Medical Science; and to certify to the University administration and Council the names of candidates recommended for these degrees by the several divisions. The membership of the Commission includes, in addition to the Chancellor or his representative and the Provost, the deans or chief executive officers of the divisions conferring these degrees and two professorial members from each division (except the Graduate Division for Training in Public Service and the School of Retailing), one elected by the faculty and the other appointed by the Chancellor.

Calendar

The fiscal year for New York University extends from July 1 through June 30. The academic year, technically running from September 1 through August 31, in most divisions comprises two regular terms, beginning normally during the third week of September and the first week of February, respectively. The regular summer session conducted by the various divisions consists for the most part of two consecutive, six-week terms, beginning during the last week in June and extending to mid-September. The College of Engineering conducts a ten-week summer session; and in the School of Education the summer session is divided into an intersession of four, a regular session of six, and a postsession of four weeks. The annual Commencement exercises are ordinarily held during the second week of June.
POLICIES AND PROVISIONS AFFECTING FACULTY

Statement of Policy in Regard to Academic Freedom and Tenure

I.
The Council of New York University has authorized the following statement of policy in regard to academic freedom and tenure at New York University. It should be emphasized that this is a statement of policy and not a draft of a contract between the Council of the University on the one hand and the University Senate for and on behalf of present and future members of the University staff on the other hand. The Council reserves the right to amend this statement at its discretion.

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

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.

II.
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 which 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 should clearly indicate that he is not an institutional spokesman.

III.
ACADEMIC TENURE

I. 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 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.

2. The general policy of the University with respect to probation and tenure for full-time instructors, assistant professors, associate professors, and professors is given below. After expiration of the stipulated probationary periods, full-time assistant professors, 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 65, or under extraordinary circumstances because of financial exigencies or because of the discontinuance of a considerable part of the University, such as a school or division. It is understood that the University has the right to reduce the length of the probationary period in specific cases.

3. Appointment to a full-time instructorship carries with it the possibility of reappointment but includes no right to permanent or continuous tenure, or to further reappointment, or to promotion to an assistant professorship. Except in those professional schools of the University where the contrary is established policy, it is the general policy not to continue the appointment of full-time instructors beyond three to five years.

4. 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 attainment in the field of scholarship or professional practice of which the doctor's degree is frequently the testimonial. There is no presumption in appointing an assistant professor that he will later be promoted. Reappointment as an assistant professor does not imply any subsequent appointment at a higher rank. Under either of the following conditions the reappointment of an assistant professor carries with it the presumption of continuous or permanent tenure: (1) if the reappointment is for the eighth year as a full-time teacher at New York University; or (2) if the reappointment is for the fifth year as a full-time teacher at New York University and follows a term of more than three years of full-time teaching in one or more institutions of higher education other than New York University.

5. The rank of associate professor should be granted only to those who, in addition to all of 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 a higher rank. Under any of the following conditions the reappointment of an associate professor carries with it the right of continuous or permanent tenure: (1) if the reappointment is for the sixth year as a full-time associate professor at New York University; or (2) if the reappointment is for the eighth year as a full-time teacher at New York University; or (3) if the reappointment is for the fifth year as a full-time teacher at New York University and follows a term of more than three years of full-time teaching in one or more institutions of higher education other than New York University. If a full-time teacher has gained permanent or continuous tenure in another institution of higher education 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.

6. 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 faculty of 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 eighth year as a full-time teacher at New York University; or (3) if the reappointment is for the fifth year as a full-time teacher at New York University and follows a term of more than three years of full-time teaching in one or more institutions of higher education other than New York University. If a full-time teacher has gained permanent or continuous tenure in another institution of higher education 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.

7. Appointment to administrative posts may be terminated or modified by the University Council 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.

8. When members of the teaching staff have permanent or continuous tenure their services are to be terminated by the University Council only for adequate cause, except in the case of retirement at age 65, or under extraordinary circumstances because of financial exigencies or because of the discontinuance of a considerable part of the University, such as a school or division. Termination for cause of a continuous appointment or the dismissal for cause of a teacher previous to the expiration of a term appointment shall be considered by an appropriate faculty committee if the teacher requests a hearing on the case. In all cases where the facts are in dispute the accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense. He should be permitted to have with him an adviser of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal, whether or not they are continued in their duties at the institution.

9. This statement of policy shall be given effect retroactively as to all full-time assistant professors, associate professors, and professors who are members of the teaching staff of New York University at the time the statement is adopted.

10. The following provisions shall apply to notifications of resignation:

a) 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.

b) 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.

c) It is assumed that a teacher may answer an informal inquiry as to 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.

11. Nothing in this Statement of Policy 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 or who follows the dictates of any political party or group which presumes to dictate in matters of science or scientific opinion.

*Adopted by the University Council*

*effective September 1, 1948*

**Salary Payment and Deductions**

The yearly salary assigned to full-time officers of instruction is paid from the office of the Bursar in twelve equal monthly installments beginning one month after the effective date of appointment. All payments for extra teaching or extra services are included in the monthly checks at stated periods. Compensation for extra teaching during the regular academic year is paid in two installments each term, the first payment on or about the middle of the term, and the second on the first of the month following the end of the term. Addi-
tional compensation for teaching in the intersession is usually paid on July 1; for the first six weeks of the summer session on August 1; for the second six weeks on September 1; and for the postsession on October 1. Salary payments to part-time members of the instructional staff are payable twice each term; and teaching fellows and graduate assistants who are appointed for the academic year and are giving full time to the University while working for a graduate degree receive their salary in ten equal monthly installments.

Deductions from the salary check are made by the Bursar for withholding tax, as specified by Federal law, and for New York State income tax in the case of nonresidents of the state; also for annuity, group insurance, and hospitalization, or hospitalization and surgical-medical, premiums in accordance with individual requirements. Part-time members of the instructional staff, temporary appointees, teaching fellows, graduate assistants, and the like are not eligible for annuity, group insurance, or hospitalization benefits.

**Retirement**

The Statutes of the University provide that the term of active service of officers of instruction shall not be continued beyond the 31st of August next succeeding the sixty-fifth birthday of each officer, unless special action under exceptional circumstances is taken by the Council to the contrary. Those officers of instruction whom the Council may choose to continue in active service beyond the retirement age of sixty-five are appointed or reappointed thereafter only on a yearly basis and are automatically retired on August 31 of any such supplementary year unless reappointed. For any officer so continued in active service on supplementary annual appointment, retirement shall become mandatory on the 31st of August next succeeding his seventieth birthday. Officers of instruction and administration upon retirement are eligible for such
retiring allowances as they may have assured themselves through the Carnegie Foundation or the Teachers Insurance and Annuity Association of America in conjunction with their University employment.

Retirement Annuities, Life Insurance, and Hospital Service

New York University is one of some five hundred institutions co-operating with the Teachers Insurance and Annuity Association of America in funding retirement plans. All faculty members with the rank of assistant professor or above are required to participate in the plan from the date of appointment. Faculty members with the rank of instructor are eligible to participate after one year of full-time service and are required to participate after three years of full-time service or attainment of the age of thirty, whichever occurs first. Eligibility is limited to "full-time" faculty members as determined by the deans of the respective schools. All members of the office and technical staff are eligible to participate after five years of continuous full-time service. Under the present plan the University contributes 7½ per cent of the monthly basic salary and deducts a similar 7½ per cent from the salary paid to each participant, and thereby remits 15 per cent monthly to the Association toward the purchase of a retirement annuity.

The University offers to all regular full-time members of its staff an opportunity to participate in a group life insurance policy in limited amounts at a fixed cost of $7.20 per year per $1,000 of insurance, payable in monthly salary deductions of 60 cents per $1,000 of insurance. The amount of coverage varies according to the academic rank of the insuree: deans, professors, or those of equal rating, $10,000; associate and assistant professors, or those of equal rating, $7,500; instructors, or those of equal rating, $5,000; and all others, $1,000. All group-insurance certificates in amounts in excess of $1,000 are subject to an annual 10 per cent reduction when the insuree reaches the age of 60, which reduction continues until a minimum of 20 per cent of the original amount has been reached, or $1,000, whichever is the larger. New full-time members of the University staff may subscribe to the group life-insurance plan without physical examination, provided they do so within sixty days after becoming eligible. After that time the applicant must pay for and pass a physical examination in order to be admitted to the plan. Applications may be made through the Bursar or through the member of the Chancellor’s committee on insurance and annuities who represents the applicant’s division on the Committee.

Members of the faculty and staff are eligible also to participate in the Associated Hospital Service of New York, which is the largest nonprofit hospital plan in the United States. Membership may include hospitalization alone or may be extended to include the “surgical medical plan.” If a new member of the staff has participated in this hospital plan prior to his coming to the University, he may request a transfer from his former group to the University group. He should apply to the Bursar of the University, since a request to the Associated Hospital Service for transfer must be submitted by the employer. The current subscription rates per month for these services are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Hospital Service Only</th>
<th>Medical-Surgical Benefits: Additional Premium</th>
<th>Total Per Month</th>
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</thead>
<tbody>
<tr>
<td>Individual</td>
<td>$1.00</td>
<td>.64</td>
<td>$1.64</td>
</tr>
<tr>
<td>Husband and wife (without maternity benefits)</td>
<td>2.20</td>
<td>1.36</td>
<td>3.56</td>
</tr>
<tr>
<td>Husband and wife (with maternity benefits)</td>
<td>2.72</td>
<td>2.36</td>
<td>5.08</td>
</tr>
<tr>
<td>Family (husband and all children under 18 years)</td>
<td>2.72</td>
<td>2.36</td>
<td>5.08</td>
</tr>
</tbody>
</table>

(For details of the annuity, insurance, and hospitalization programs, refer to the brochure prepared by the Chancellor’s Committee on Insurance and Annuities and available in the Office of the Bursar.)
Leave of Absence and Class Attendance

The regulations of the University require all officers of instruction to be present for duty during the sessions with which they are concerned throughout the academic year (see p. 19). 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 approval of the Chancellor. In case of illness necessitating absence from class, the instructor should communicate with his department head or, if the latter is not available, with the dean. Otherwise, unless special arrangements have been made through the department, the officer of instruction is expected to meet all assigned classes at the hour scheduled.

Sabbatical Leave

The University will give due consideration to applications for sabbatical leave of absence from full-time, salaried members of its teaching staff of the rank of assistant professor or higher, subject to such general circumstances as may prevail and the following specific conditions:

1. Seniority in service shall be taken into account in the consideration of such accommodations.

2. An applicant shall have served this University continuously for a period of not less than six years before he is eligible for such leave, at least half of such period of service to be in a rank not lower than that of assistant professor.

3. The period of such absence shall be no greater than one year, and the privilege is not cumulative.

4. Where practicable, the applicant may exercise choice as between a request for leave of absence for one year at half normal basic salary, and leave for a half year at full salary.

5. The rates of compensation expressed above shall not be inflexible but considered as maxima, subject to modification where necessary.

6. Such sabbatical leaves of absence shall be limited distinctly to purposes which clearly promise reciprocal advantage to the University through enhancement of personal competence by study and research, rest from accustomed labors, or cognate pursuits.

7. No such leaves shall be granted for purposes of taking up employment of pecuniary advantage elsewhere, academic or otherwise.

8. Such leaves shall always be conditioned upon the feasibility of local departmental arrangements which will preclude any loss of efficiency in the department, any substantial deviation from the announced program of instruction, and any material addition to the University budget.

Tuition Exemption and Study Privileges

The following regulations taken from the Scholarship Regulations of the University, as originally adopted by the Council on May 25, 1936, and subsequently amended, are applicable to members of the faculty and their dependents as specified:

1. Members of the teaching staff (except as provided in paragraph 2) and officers of administration employed on a full-time basis are entitled to full remission of the normal tuition fees in the several graduate divisions and to half remission in the undergraduate divisions for courses for which they may be eligible, subject in each instance to the approval of the officers concerned.

2. Members of the teaching staff with the rank of graduate assistant, teaching fellow, or comparable rank employed on a full-time basis are entitled during the two regular terms of the academic year (see p. 19) to full remission of the normal tuition fees for courses in the several graduate divisions and to half
remission for courses in the undergraduate divisions for which they may be eligible, the total not to exceed eighteen points per year, subject in each instance to the approval of the officers concerned.

3. Clerical and plant employees employed on a full-time basis are privileged to take undergraduate or graduate courses for which they may be eligible, with full remission of tuition fees up to eight points per term, provided these courses are essential to the applicant's degree program or clearly contribute to his usefulness in the office of the University in which he is employed, and provided in each instance he secure approval of the officer concerned.

4. Part-time officers and employees, that is, any who are employed on less than a full-time basis of hours and compensation, are ineligible to privileges under this section of the regulations. This applies with equal force to students on spare-time employment in the University. Such students are not to be compensated by exemption from fees in any form.

5. Staff privileges in the form of partial or full exemption from tuition fees are not available in the schools of Dentistry, Law (except as provided for certain graduate instruction), Medicine, nor in the Division of General Education.

6. Dependent members of the families of full-time University officers of professorial or equivalent administrative rank are permitted to take courses in the undergraduate and several graduate divisions (except in the Schools of Dentistry, Law, Medicine, and Division of General Education) for which they may be eligible at one half the normal tuition fees.

7. All who participate in these privileges are required, without exception, to make advance cash payment in full for all regular and incidental fees not covered by these provisions.

8. Members of the staff and their dependents are ineligible for endowed scholarships or any loan plan operated by the University.

It is to be emphasized that tuition exemption cannot be granted as a form of compensation in lieu of salary; otherwise it would have to be reported as taxable income. Special attention is called to the regulation in the statutes of the University which provides that no officer of instruction holding rank above the grade of instructor is eligible to receive, or shall be recommended for, a degree in course from the University.

Research and Patent Policies

Because of the multiplicity of the research activities carried on by University personnel or under the general aegis of the University, no general code prevails with respect to such matters as patent rights. For the most part practices vary with the several divisions and with the nature of the research in question.

Oath of Allegiance

The Education Law (§709) of the State of New York requires all teaching personnel who are citizens of this country to take an oath of allegiance to support the Constitution of the United States and the Constitution of the State of New York. This oath is administered at New York University by the respective deans of the several schools, colleges, and divisions, and the attested forms are transmitted via the Secretary of the University to the State Education Department at Albany.
SPECIAL SERVICES

Libraries and Analogous Services

UNIVERSITY LIBRARIES

Under the administration of the Director of the Libraries the University’s library collections include some three quarters of a million volumes. These are housed for the most part in seven main divisions: Washington Square Library (325,000), School of Law Library (90,000), School of Commerce Library (110,000), University Heights Library (200,000), Wall Street Division Library (18,000), College of Medicine Library (40,000), and College of Dentistry Library (10,000).

Any faculty member of any school, college, or division of the University is entitled to use and consult the materials housed in any of the libraries. With necessary and obvious restrictions, most of these materials can also be borrowed for home use. To help faculty members in ascertaining what materials are in libraries other than the ones serving their particular school, two union catalogues are maintained, one in Room 101A Main Building in the Washington Square Library and the other in the University Heights Library. These two catalogues, taken in conjunction with the local catalogue at each center, identify the total resources of the University libraries.

Attention is further called to the Index to Early American Periodical Literature, 1728-1850 (over one million cards) maintained in Room 61 of the South Building at Washington Square. Arrangements for consulting this unique bibliographical asset may be made through the Office of the Director of the Libraries.

FILM LIBRARY

The New York University Film Library, administered by the School of Education, maintains a large library of educational and documentary films for use as audiovisual aids in classroom instruction. Although the films in the Library are available to individuals and groups throughout the country at minimal rental fees, the films may be used by University personnel for instructional purposes at a reduced fee, in most instances chargeable to the budget of the department in which they are used. At the Washington Square Center projection equipment is also available, along with trained personnel for its operation. Members of the instructional staff may request a catalogue of the films by telephoning the Library, Extension 661.

RECORDING EQUIPMENT FOR GENERAL USE

The Office of the Director of University Broadcasts is equipped to make recordings of special programs, including transcriptions from both AM and FM radio programs, for classroom use. Tape, wire, and disc recording apparatus is available, their selection being determined, in general, by quality requirements. Where the more intricate machines are to be used the office furnishes the service of a trained technician.

BOOKSTORE

The University operates bookstores at Washington Square, University Heights, the College of Dentistry, and at Trinity Place. A bookroom is also maintained at the College of Medicine under the auspices of that college. In addition to textbooks, most of which are sold at a discount from the list price, a variety of related supplies is available. The bookstore at Washington Square also maintains for the benefit of students and faculty a limited check-cashing service.

Printing and Duplicating

OFFICE OF THE SUPERVISOR OF PRINTING

The office of the Supervisor of Printing performs the following services: printing and engraving of Univer-
Duplicating Department

There is maintained at Washington Square a Duplicating Department in which the following services are rendered to the various divisions of the University for administrative or instructional purposes: mimeographing, multigraphing, form printing, black and white printing, grphotyping, hectographing, typing, vartyping, photo-offsetting, photostating, microfilming, photographing, lantern slides, sign printing, addressographing, binding, and mailing. Any department or officer wishing to use these services should place an order on the appropriate requisition blank, signed by the officer responsible for the expenditure, with the supervisor of the Duplicating Department, Press Annex. An estimate of the cost of any such work will be furnished upon request.

Health Service

There are provisions for limited medical service to members of the faculty in the various centers. At the Washington Square Center the entire staff regularly has access to the emergency facilities maintained under the University Physician in the East Building, Room 237. At University Heights emergency treatment may be had at the Infirmary. Members of the faculty from any division are privileged to use the clinics at the College of Dentistry at the prevailing rates. The College of Medicine, through the facilities of the College Clinic, makes available ambulatory medical care at a nominal fee for those members of the faculty and staff of the University who come within its economic scope, which at present embraces personnel unable to afford independent services. For faculty and staff above the low income level the New York University Medical Group is prepared to furnish medical care on the basis of a fee schedule approved by the Medical Society of the State of New York.

Communications

Telephone Service

Although members of the faculty are privileged to make local calls through the University switchboard without charge, they are asked to confine such usage so far as possible to matters of University business. Suburban or long-distance calls are charged to the individual except when the call distinctly is on official University business. 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.

Postal Service

The University maintains regular mail delivery and pickup service, the schedules varying somewhat in the different centers. For house mail, which may be sent without postage, special interdepartmental envelopes
are available. Postage privileges are restricted to official correspondence. Faculty members using, on occasion, envelopes with university letterhead for correspondence unrelated to official University business are personally liable for the postal charges.

**Messenger Service**

For conduct of essential interoffice communications which cannot conveniently be handled otherwise a Messenger Service is operated at Washington Square with bonded messengers available during the hours of 9:00 A.M. to 5:00 P.M., Monday through Friday, except on official University holidays. Regular daily trips are scheduled to the several centers of the University and special trips for official business only may be made within the metropolitan area.

**Service Departments**

**Maintenance and Emergencies**

Under the administration of the Supervisor of Property, each center of the University has its building department superintendent who is charged with the maintenance of the building and with assuming responsibility in cases of emergency, such as sickness, accident, or fire. He should be notified at once whenever such contingency arises. Regulations for procedure in the event of fire are posted throughout the University. Smoking, prohibited in the classrooms, is limited to those areas in which special ash receptacles are provided. When extra classroom equipment, including projection equipment, is required, it must be arranged for in advance through the building superintendent’s office. All such requests are to be made in writing. The schedule of hours during which buildings are open may be had by calling the office of the building superintendent. Because of possible delays that might inconvenience others, members of the faculty and staff are privileged to take precedence over students waiting for elevator service. Attention is called to the elevator installed in the Brown Building at Washington Square for faculty use which should be taken in preference to other elevators whenever possible.

**Purchasing Department**

Purchasing of supplies and equipment is centralized under the Supervisor of Purchases. All requests for such service are made via the respective department heads on requisition forms provided for that purpose. Minor items may ordinarily be drawn from the stock maintained in each department. Faculty members are not permitted to contract for equipment, supplies, or alterations for their departments; all such transactions must be channeled through the purchasing department.

**Special Service Bureaus**

**Bureau of Public Information**

The Bureau of Public Information, attached to the Secretary’s Office, is the University's news-gathering and disseminating agency. It prepares accounts of newsworthy events and public announcements and distributes them to such outside media as newspapers, magazines, radio, and picture agencies. Innovations in teaching programs, new courses, outstanding research, public services of the University and staff, interesting events of student life are of concern to the Bureau and should be reported thereto. All news releases should be cleared through this bureau, as well as appointments with press photographers.

**Bureau of Employment**

With an estimated seventy-five per cent of its students supporting themselves through part- or full-time
employment, the University maintains a Bureau of Employment in Room 25, South Building, at Washington Square, for the assistance of both students and alumni, with a branch office at University Heights. Officers of instruction are invited to refer students desiring such accommodation to the Director of the Bureau. For positions in teaching, or related activities, a Bureau of Appointments operates under the aegis of the School of Education. Its services, however, are available to students and faculty in other divisions of the University.

Testing and Advisement Center

Under the administration of the Division of General Education, the Testing and Advisement Center, located in the South Building at Washington Square, is equipped to offer comprehensive aptitude testing, vocational counseling, educational planning, and personality evaluation, as well as testing and advisement for the elementary and preschool child, at moderate fees based on the type of service desired. The Center also has available IBM equipment for machine scoring and the services of specialists in the preparation of objective tests for such scoring.

Residence Bureaus

Residence bureaus are maintained at Washington Square and at University Heights primarily for the benefit of students needing accommodation. Members of the teaching staff, however, are free to use the services of these bureaus.

Office of the Secretary of Student Activities

The office of the Secretary of Student Activities is in a position to handle the details of arranging for refreshments or to offer other assistance for social affairs that are distinctly University events held on University premises.

MISCELLANEOUS INFORMATION

Press and Publications

New York University Press

New York University Press was established in 1916. Temporarily discontinued in 1932, except for the publication of lectures given under several foundation lectureships, the Press resumed publication in 1946 of scholarly books and periodicals. So far sixty titles have been published. Manuscripts should be submitted to the Secretary, Committee on Management, New York University Press, Press Building, Room 52.

University Directory

A Directory containing the names and business and private addresses and telephone numbers of all members of the teaching and administrative staff who receive Council appointment is published annually in the latter part of October, with a supplement containing changes or additions appearing in the latter part of March. Information for this Directory is solicited by questionnaire enclosed with the notice of appointment. Changes or corrections should be brought immediately to the attention of the Office of the Secretary. The Directory, distributed to all personnel of professorial standing, or the administrative equivalent, and to all full-time instructors, is published solely for the use of the University staff and under no circumstances is to be given or loaned to persons or organizations outside the University.

University Bibliography

In keeping with its policy of encouraging research and correlative activities the University maintains, in the Office of the Secretary, a catalogue of books and articles published by members of the University staff.
To secure the necessary information, a letter, with an accompanying bibliography card, is mailed by the Secretary to each staff member toward the close of the calendar year. The latter submits his entry to his departmental head, who in turn transmits it to the appropriate school representative. Under the direction of an editorial committee consisting of representatives from various sections of the University, an abridged report of such bibliographical items is published annually as the University Bibliography.

**College Bulletins**

Each school, college, and division of the University issues, under the aegis of the Secretary of the University and the direction of the Dean, 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 his departmental chairman or head of all essential changes in the nature of the course in order that the descriptive statement in the bulletin may be kept accurate and up to date.

**Official Calendar**

The University issues throughout the academic year a weekly Official Calendar containing notices of events and news items of particular interest to the faculty. Although circulation is limited to key faculty and staff personnel, copies of the Calendar for wider consumption are posted on general and departmental bulletin boards throughout the University.

**Public Occasions and Professional Meetings**

**Participation in Public Occasions**

The various public occasions of a University-wide character fall under the general aegis of the Vice Chancellor and Secretary and the immediate supervision of the Director of Public Occasions. These consist of certain annual lectureships open to the general public without charge, and such ceremonies as the Baccalaureate and Commencement exercises. All members of the teaching staff engaged in full-time service are expected to participate in the annual Commencement Exercises unless specifically excused by their respective deans. Detailed instructions for the occasion, with appropriate reservation blanks, are distributed in due season by the Director of Public Occasions.

The families of faculty members are cordially invited to attend all public occasions and generally to participate in such other apposite academic or social activities as are from time to time sponsored by the University.

**Attendance at Conventions**

The University encourages members of the faculty to participate in scholarly conventions in their specialized fields and will, in certain instances and at the discretion of the dean, assist in defraying expenses thereby incurred. Application should be made through the department head to the appropriate dean.

**The Hall of Fame**

The Hall of Fame for Great Americans, which since its founding in 1899 has been under the general trusteeship of New York University, is situated on the campus at University Heights overlooking the Harlem River, and constitutes one of the notable patriotic shrines of this nation. In quinquennial elections conducted by the authority of the University Senate, a national college of electors selects for the approval of the Senate the names of distinguished American
men and women who represent every principal class of human endeavor and who have been deceased a minimum of twenty-five years. Those so selected for commemoration in the Hall of Fame are represented in the massive colonnade by a bronze tablet appropriately inscribed and a portrait bust executed by an outstanding American sculptor. The Director of the Hall of Fame is appointed by the University Council and serves as an advisory member of the Senate.

**The Society for the Libraries**

The Society for the Libraries of New York University, founded in 1933 under the leadership of the Council Committee on Libraries, is an organization composed of members of the University family and friends who share an enthusiasm for books and a solicitude for the wider interests of the University Libraries. In addition to its many valuable gifts of books, periodicals, and kindred material to the Libraries, the Society awards, at its annual banquet, a gold medal to an American scholar whose writings are outstanding for their soundness of scholarship and effectiveness of presentation. Application for membership in the Society may be made by addressing the Secretary, Society for the Libraries, South 65.

**Faculty Clubs**

The Faculty Club at Washington Square, organized in 1939, is housed at 22 Washington Square North. Regular membership is open to all members of the University instructional staff of the rank of instructor or higher, and members of the administration holding equivalent positions; but other classes of membership, including associate and guest, are also provided, with initiation fees ($5.00 for regular members) and dues for all classes (ranging from $6.00 to $20.00) varying according to the academic rank and the class of membership. Applications for membership may be made to the Secretary of the club. In addition to dining and refreshment facilities, the club offers a lounge, a card room, and a billiard room for the use of members and guests; and an annual luncheon is supplemented by special social occasions from time to time for members and their families.

At University Heights the Faculty Club is in Stevenson House, on the campus. Resident membership is available to full-time officers of instruction of the rank of instructor and above; junior membership and nonresident membership are available respectively to graduate assistants (and comparable personnel) and part-time personnel of the rank of instructor and above. Membership fees vary according to the class of membership, in a range comparable to fees of the Washington Square Faculty Club. The club affords dining and lounge facilities as well as a limited number of rooms for residence purposes.

Reciprocal privileges are provided between the faculty clubs at Washington Square and University Heights. Members of the summer school staff who do not teach at the University during the regular college year may secure guest cards for the duration of the summer term. Faculty groups and outside organizations (when represented by a member of the club) may arrange to use the facilities at rates varying with the type of service desired. Each club sponsors a women's group composed of wives of members and offering a number of special social functions throughout the year.

**University Cafeterias**

The University maintains at Washington Square, University Heights, and the College of Medicine special dining facilities for members of the faculty who wish to use the services of the cafeterias.
Religious Activities

A nonsectarian institution, New York University is served by a Chaplain, who is appointed by the Council, and by a Board of Chaplains composed of leading representatives of the principal faiths. While this Board acts mainly in an advisory capacity, the University does sponsor at its two principal centers active Catholic, Jewish, and Protestant organizations. At Washington Square the three groups are housed in the building reserved solely for such use at No. 2 Washington Square North, called the New York University Religious Center. Members of the faculty are cordially invited to participate in the various religious activities conducted under University sponsorship.

Student Activities

A widely varied program of student activities is carried on at the several centers, the students themselves for the most part assuming responsibility for planning and direction. A Director of Nonathletic Student Activities, with an office at Washington Square, is charged with general cognizance of interschool organizations and events and with granting the use of the University’s name to student organizations wishing to represent the institution at events occurring off the campus. Special faculty advisers are in charge of student activities in the several schools.

Reserve Officers Training Corps

The University, through the agency of the Department of National Defense, maintains in its several centers Reserve Officers Training units in infantry, air, engineering, signal, medical, and dental corps.

Athletic Tickets

Athletic tickets are available for all regular varsity football games at reduced prices for faculty members upon application to the New York University Athletic Association, 2079 Wiegand Place, New York 53, New York, on or before the date stipulated for each contest in the advance memorandum distributed to the faculty prior to the opening of the season. Because of excess student demand no special rates or privileges can be accorded faculty members desirous of attending varsity basketball games. For the most part all other sports activities of the University are open to faculty, students, and the general public without charge.