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Foreword

This handbook 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 Board of Trustees of the University. This pamphlet, moreover, is not intended to supplant, but merely supplement, those manuals of instruction issued from time to time by various divisions of the University for the local guidance of their respective staff members.
New York University, a privately controlled, nonsectarian 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 Delafied, 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 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 what is known as 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 (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 (founded 1948), University Hospital, and related units.

The University Bulletin issued in the spring of 1854 announced the establishment of a “School of Civil Engineering and Architecture,” and in the following September formal engineering instruction was begun with an initial enrollment of eight men. In 1892 the school broadened its scope to include applied chemistry, anticipating the further enlargement of the program in 1899 to include degrees in civil, chemical, and mechanical engineering. Coincident with this the school became the School of Applied Science, which name was retained until 1920 when the present designation, College of Engineering, was adopted.

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 and engineering programs were 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 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 Graduate School of Public Administration and the Graduate School of Social Work complete the list of degree-conferring units. Separately set up in 1960 they are the outgrowth of a combined Graduate School of Public Administration and Social Service, which had its origin in 1938.

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

Thus the University, through its fifteen schools, colleges, and divisions, offers a remarkably varied program of study in some thirty-four general fields of interest.
A Private University in the Public Service

The University regards itself as the servant and agent of its extensive clientele in the advancement of the general welfare of the commonweal 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 ever been equally receptive to new ventures of merit, and has frequently pioneered in educational measures destined for wide approval and adherence.

NAME, SEAL, MOTTO, AND COLOR 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 from its inception was commonly known 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. An independent, privately supported institution, it is not to be confused with tax-supported institutions of similar title, namely, the University of the State of New York (the State Board of Regents), the State University of New York (an aggregation of various schools and colleges largely supported by state legislative appropriations), and the City College of the City of New York (a municipal institution supported largely by city taxes).

The official seal of New York University depicts the silver ceremonial “torch of learning” borne in formal University processions and a group of running figures symbolizing the competitive aspects of the pursuit of learning. It 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 origin of the University color, violet, is obscure. This color may have been chosen because, in years gone by, violets grew 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 of Athens, that center of learning in the Ancient World, and thus came to symbolize education and knowledge.

INSTITUTES

Within the different colleges and divisions of the University are many institutes and related facilities that offer instruction in some special subject or in the subject of several departments. Others may be engaged in research or in public service, or in a combination of instruction, research, and public service. Among these special units of New York University are the following:

- Berg Institute of Scientific Services
- Brazilian Institute
- Center for Human Relations and Community Studies
- Center of International Affairs
- Center for Rehabilitation Services
- Center for Safety Education
- Center for School Services and Off-Campus Courses
- Citizenship Clearing House
- C. J. Devine Institute of Finance
- Communication Arts Group
- Counseling Center for Gifted Children
- Educational Film Library
- Foreign Student Center
- Gould House at Ardsley-on-Hudson
- Graduate Institute of Book Publishing
- Greenwich House Program
- Institute of Comparative Law
- Institute of Economic Affairs
- Institute on Federal Taxation
- Institute of Fine Arts
- Institute of Human Genetics
- Institute of Industrial Medicine
- Institute of International Law
- Institute of Judicial Administration
Institute of Labor Relations and Social Security
Institute of Mathematical Sciences
Institute of Physical Medicine and Rehabilitation
Institute for Reconstructive Plastic Surgery
Inter-American Law Institute
La Maison Française
Murray and Leonie Guggenheim Foundation Institute for Dental Research
Office of Institutional Research
Office of Special Services to Business and Industry
Psycho-Educational Clinic
Reading Institute
Summer Television and Radio Workshop
Television Production Center
Testing and Advisement Center
Town Hall
Wallace Clark Center of International Management

ORGANIZATION AND ADMINISTRATION

The Board of Trustees. The governing body of the University is the Board of Trustees, a self-perpetuating body consisting of not less than twenty-five nor more than forty 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, are alumni nominees. There is provision for honorary membership. The officers of the Board consist of a Chairman and a Vice Chairman, who serve for one year and until their successors are appointed. Within the organization of the Board are a number of standing committees, as well as an executive committee, appointed annually.

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

The Chancellor and Executive Vice President is a dual office. As Chancellor, the person holding the post is primarily responsible for educational policy and administration of the University’s fifteen schools, colleges, and divisions. As Executive Vice President, he assists the President in administration of the entire University and serves as chief executive in the President’s absence.

The chief financial and business administrator of the University is the Vice President for Business Affairs and Treasurer. Assisting him are the Business Manager, the Controller and Assistant Treasurer, the Director of Plant and Properties, the Director of Purchases, the Director of Personnel, the Director of the Protection and Safety Division, the Director of University Housing and Food Services, and the Director of Campus Stores.

The Vice President and Secretary is charged with the custody of the seal, charter, and bylaws of the University and the records of the Board of Trustees, the maintenance of faculty appointment data and personnel records, the supervision of tenure, the issuance of diplomas and testimonials, the staging of public ceremonies, and the general range of student services and activities outside the classroom. Associated with him in the discharge of these duties are the Dean of Students, the Director of University Health Services and University Physician, the Director of Placement Services, the Director of the Foreign Student Center, the Directors of the Student Centers, the Director of the Glee Club and Associated Organizations, and the Director of Public Occasions.

The Vice President for University Development is the President’s chief lieutenant in furthering the progress of the University through increased gifts and other forms of financial support.

The Vice President for Medical Affairs serves as the chief executive officer of the New York University Medical Center. The Medical Center with its components is under the immediate control of a Board of Trustees of the Medical Center operating with authority delegated by the University Board of Trustees. Personnel of the Medical Center are subject in general to the rules and regulations of the University.

The Vice President for University Relations is responsible for the dissemination of information concerning the University program and for the promotion of good rapport between the University and its personnel and the general public. Assisting the Vice President for University Relations in his duties are the Director of the Office of Information Services, the Director of University Publications, the Director of the Office of Radio and Television, and the Director of the Office of Photographic Services.

Other central officers of administration include the Director of the Division of Athletics, the Director of the Libraries, and the Director of the Hall of Fame for Great Americans.
The University Senate. The membership of the University Senate consists of the President, the Chancellor and Executive Vice President, the Vice President and Secretary of the University, the Vice President for Medical Affairs, the Director of the Libraries, the dean or director of each school, college, or division, the Dean of Students, the Director of Admissions, the Dean of Registration and Financial Aid, and one member of the faculty of professorial rank of each school, college, and division. The Director of the Hall of Fame serves as an advisory member of the Senate. The University Senate 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 fixing the length of terms and vacations and establishing the University calendar; and with those duties imposed upon it by the constitution of the Hall of Fame for Great Americans. In addition, the Senate has advisory powers of submitting recommendations upon educational matters to the administration, the Board of Trustees, and the separate faculties.

Faculty Committee on University Policy. A Faculty Committee on University Policy, composed of the elected professorial members of the Senate, serves in an advisory capacity to the President with respect to matters of peculiar interest to the faculty membership at large. Its membership rotates according to the regulations laid down for such membership in the Senate.

Faculties. The faculty of each school, college, or division consists of the President, the Chancellor and Executive Vice President, the dean of the school, the professors, associate professors, and assistant professors. Professors emeriti, adjunct and clinical professors, and instructors are entitled to attend meetings without vote, except in the School of Medicine where they may be present by invitation but without the right to vote.

The dean of each school is the administrative head of the school and is responsible for carrying out the policies of the University and such rules as the faculty of the school may from time to time adopt. He is subject to the supervision of the Chancellor and Executive Vice President and, in turn, to the direction of the President and the bylaws of the University. 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 Board of Trustees to assist the dean in the execution of his duties. The bylaws 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 Executive Dean of Arts and Science is the chief administrative officer of both the undergraduate colleges of arts and science and the Graduate School of Arts and Science.

Departments of instruction in the Graduate School of Arts and Science, the University College of Arts and Science, and the Washington Square College of Arts and Science are cross sectional with single departmental heads for all three colleges.

The chief executive officers of departments in other schools of the University bear the title "chairman" of the respective department.

The Graduate Commission. The University Commission on Graduate Work is charged with achieving parity of standards in graduate study throughout the University and power to formulate and recommend, subject to the approval of the President and the Board of Trustees, general policies respecting graduate study in the University leading to certain degrees beyond the baccalaureate, and to certify to the University administration and the Board of Trustees the names of candidates recommended for these degrees by the several divisions. The Chairman of the Commission is the dean of the Graduate School of Arts and Science. Additional members of the Commission are: the deans of the School of Education, the Graduate School of Business Administration, the College of Engineering, the School of Law, the Post-Graduate Medical School, the School of Retailing, and the Graduate School of Public Administration and the director of the Graduate School of Social Work; one professorial member from each of the schools represented in the Commission to be elected annually by the respective faculties of such schools; one professorial member from each of the schools represented in the Commission, except the Graduate School of Public Administration, the Graduate School of Social Work, and the School of Retailing, to be appointed annually by the President; and the Director of the Libraries, the Chancellor and Executive Vice President, and the President.

(For more detailed information about the organization of New York University, see New York University: Charter and Bylaws, October 24, 1960.)
CALENDAR

Both the academic and fiscal years for New York University extend from September 1 through August 31. In most divisions there are two regular terms, beginning normally during the third week of September and the first week of February, respectively. The regular summer sessions conducted by the various divisions consist for the most part of two consecutive six-week terms, beginning the last week in June and extending to mid-September. The School of Education 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. While the schedule of exercises of each school or college of the University follows a co-ordinate pattern, there are some variations as reflected in the divisional calendars published in the several school bulletins.

Rules of Tenure and Related Provisions Affecting Faculty

STATEMENT OF POLICY IN REGARD TO ACADEMIC FREEDOM AND TENURE

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.

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 freedom 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.

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.

**Academic Tenure**

1. 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. 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.

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 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. 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. Such appointment, initially, may be for a period not to exceed three years, and service after three years in such capacity may be extended through reappointment for an additional period of not more than three years. Whether for periods of three years or less the total duration of such appointments and reappointments in the rank of full-time assistant professor, as a matter of general policy, shall not exceed six years. *(As amended March 22, 1954.)*

5. 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 to the rank of 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) the eighth year as a full-time teacher at New York University in the rank or ranks of instructor, assistant professor, or associate professor; or (3) the fifth year as a full-time teacher at New York University 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 instructor, assistant
professor, associate professor, or professor. 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 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) if the reappointment is for the eighth year as a full-time teacher at New York University in the rank or ranks of instructor, assistant professor, associate professor, or professor; or (4) 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 the rank or ranks of instructor, assistant professor, associate professor, or professor 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 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.

8. When a member of the teaching staff has permanent or continuous tenure or is serving under a term appointment which has not expired, his services may be terminated by the Board of Trustees 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. 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; conduct unbecoming a member of the teaching staff; or any other conduct of a character seriously prejudicial to his teaching or research or to the welfare of the University.

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 and informing him of his 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 the Faculty Tenure Committee of the University in accordance with the regulations pertaining thereto. A full stenographic record of the hearing or hearings 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.

The record, findings, and conclusions of the Faculty Tenure Committee shall be forwarded to the Board of Trustees for final determination on the question of termination of service.

The rules regulating proceedings to terminate service for cause shall be binding upon all parties.

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 Chancellor of the University or the dean of the college, school, or division involved with the assent of the President or the Chancellor, whenever, in the judgment of either of them, continuance of the person in service threatens substantial harm to himself, to others, or to the welfare of the University.

In the event of summary suspension, the propriety and effect of such suspension shall be passed upon by the Faculty Tenure Committee
and the Board of Trustees when they consider the merits of the charges made. Such charges shall be preferred within a reasonable time, or the suspension lifted or otherwise resolved as the interests of substantial justice appear to the President or the Chancellor to require.

A person having permanent or continuous tenure who is dismissed for cause shall receive his salary for at least one year from the date of mailing to him, by registered mail, of a notice of such dismissal.

9. 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 non-tenure restrictions.

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 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.

11. 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.

MISCELLANEOUS TEACHING STAFF TITLES

Although part-time personnel and temporary personnel whether part time or full time may, under certain circumstances, be accorded the regular titles of professor, associate professor, assistant professor, or instructor, it is the policy of the University ordinarily to distinguish part-time or temporary appointees from regular appointees by the use of certain ancillary titles, interpreted as follows:

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 associate clinical professor or assistant clinical professor) is applicable in the medical and dental divisions to an appointee whose professional attainments are comparable to those required for the regular professorial grades but whose teaching service is part time.

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 has no 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 basis.

The title lecturer is applicable to an appointee who is an individual of distinction in his professional field 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 on a specified project, including limited teaching duty, who shall have completed the doctorate or have clearly demonstrated equivalent attainment in experience and proficiency in his 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 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 which entail no teaching responsibility.)

The designations *lecturer*, *associate*, and *teaching assistant*, whether gained at New York University or elsewhere, do not fall within the academic hierarchy (i.e., instructor, 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.

**TEACHING ASSIGNMENTS**

The regular assignments of full-time faculty and professional research staff members will be determined by the administrative heads of each of the various units in terms of the program objectives and nature of the functions to be performed.

Teaching in the Division of General Education, to the extent of one course per semester, in addition to the regular assignment in the University, will be permitted with the approval of the dean concerned; such arrangements may be renewed from year to year.

*Summer Sessions.* Assignments beyond the regular academic year will be only with the concurrence of the faculty member concerned. In such instances it is the policy of the University that every faculty member should have a minimum of one month per year during which service is not given to the University and consequently that no faculty member shall be appointed or paid for more than eleven months.

**RESPONSIBILITY OF THE TEACHER**

All University officers of instruction are expected not only to meet their classroom assignments with professional skill and efficiency but to render common service at every possible turn in the form of general advisory assistance to students. Both outside the classroom as well as in the course of formal classroom exercises the teacher, according to basic tenets of the academic profession, is in a position to exert vast influence upon student attitude and performance of inestimable value to the University program and is expected to exercise to the best of his ability that privilege and responsibility.

**RESTRICTION UPON OUTSIDE REMUNERATIVE ENGAGEMENTS**

Full-time faculty members will be expected to teach only at New York University during the academic year and not to teach in other institutions except under special circumstances and with specific approval.

Full-time members of the University faculty will be expected to devote their major energies to University teaching, research, student advisement, and related activities. This implies a limitation on outside activities 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 outside activities for which compensation is received to not more than one day per week.
SALARY RANGES

The following annual salary ranges have been adopted for the various faculty ranks and their equivalents throughout the University:

<table>
<thead>
<tr>
<th>Faculty Rank or Its Equivalent</th>
<th>Faculty and Library</th>
<th>Administrative and Technical Assistants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Research Scientist</td>
<td>$10,000 and upwards</td>
<td>$10,000 and upwards</td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Curator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Scientist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant, Senior</td>
<td>7,500-11,500</td>
<td>8,000-13,000</td>
</tr>
<tr>
<td>Administrative Assistant, Intermediate</td>
<td>6,000-9,500</td>
<td>6,000-10,000</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Associate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Research Scientist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant, Junior</td>
<td>5,000-7,500</td>
<td>4,500-7,500</td>
</tr>
</tbody>
</table>

SALARY RATES FOR SUMMER SESSION TEACHING

It is the policy of the University to maintain uniform salary rates and ranges throughout the University for comparable duties and responsibilities and to provide comparable rates for comparable duties during the summer session.

Regular Full Time. All faculty members holding professorial rank and all instructors whose salary for the preceding academic year was $5,400 or above will be paid one thirty-sixth of their base salary per point taught during a six-week summer session with a maximum of one thirty-sixth of base salary per week of instruction.

Instructors whose salary for the preceding academic year was less than $5,400 will be paid at the rate of $150 per point with a maximum of $900 for a six-week session.

Examples of rates computed by this formula are:

<table>
<thead>
<tr>
<th>Six-Week Session Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 point</td>
</tr>
<tr>
<td>Professor</td>
</tr>
<tr>
<td>Associate Professor</td>
</tr>
<tr>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Instructor</td>
</tr>
</tbody>
</table>

*Maximum earnings for instruction for a six-week summer session for the indicated base salary.

Normally a full-time faculty member will teach for six weeks only with a maximum of eight weeks.

Graduate Assistants and Teaching Fellows. Graduate assistants and teaching fellows during the academic year will be paid the following rates for teaching six weeks during the summer session:

- 1 point — $131
- 2 points — 262
- 3 points — 392
- 4 points — 523
- 5 points — 654
- 6 points — 785

Variations in the length of the course or the type of instruction should be figured on a pro rata basis.

Laboratory and/or Other Types of Assistants. Laboratory and other types of assistants will be paid at the equivalent rate for performing equivalent services during the academic year.

Part-Time Faculty. The rates paid the part-time teaching staff will normally be calculated at $150 per point per six-week session. Exceptions may be made in the visiting professorial ranks; in these cases, the salary may be negotiated.

Any variations from the above policies must have the prior approval of the Chancellor and Executive Vice President.
SALARY PAYMENT AND DEDUCTIONS

The yearly salary assigned to full-time officers of instruction is paid from the Controller's Division in twelve equal monthly installments beginning the first day of the month following the effective date of appointment. Additional 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. Visiting or part-time personnel are paid, for teaching in the summer sessions, on the day following the close of each session in which they serve. 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 Controller's Division for withholding federal and New York State income tax and Old-Age and Survivors Insurance tax as specified by federal law; 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 ordinarily ineligible for annuity, group insurance, or hospitalization benefits. Cases to the contrary are subject to review and decision by the administration.

The University co-operates with the United States Treasury in arranging for the regular purchase of savings bonds under the payroll deduction plan.

RETIREMENT

The tenure rights of officers of instruction shall cease August 31st of the academic year, September 1 to August 31, in which they attain the age of sixty-five. Likewise, the active service of officers of instruction and officers of administration shall then be terminated, and there shall be no presumption of reappointment thereafter. Subject to recommendation by the President and approval by the Board of Trustees, however, an officer of instruction or administration who has reached age sixty-five and is available may be reappointed to serve thereafter from time to time, either full time or part time, normally on a modified basis with respect to duty and compensation according to circumstances that may obtain. Each such reappointment shall be for a period not to exceed one year. During any such continued service the incumbent will continue to hold the full benefits of such insurance and annuity coverage as he held at the time of normal retirement, namely, the end of the academic year, August 31, following attainment of age sixty-five. He shall be automatically retired at the conclusion of any period of service for which he has been reappointed beyond age sixty-five unless further reappointed.

The active service of officers of administration who were associated with the University previous to September 1, 1958, as the bylaws then provided, shall be terminated June 30 following their attainment of age sixty-five, unless action is taken by the Board to the contrary.

Officers of instruction and officers of administration shall be continued in active service after age sixty-five only upon written invitation of the President of the University or his authorized representative, issued under unusual circumstances that promise distinct advantage to the University not otherwise to be had. Officers are requested not to make application for such continued service. While the rules of retirement are designed generally to avoid obstruction of channels for the advancement of younger personnel, the stipulation in the bylaws that service after age sixty-five shall be "normally on a modified basis with respect to duty and compensation according to circumstances that may obtain" is not intended to preclude in rare instances the temporary retention of previous status with respect to duty and compensation.

The President of the University, in recommending to the Board the reappointment of an officer to service beyond the age of sixty-five, is expected to do so only after consultation with the candidate's immediate administrative superior. He is expected, moreover, at his discretion, to counsel with colleagues of the candidate, and may request the University Physician to submit an evaluation of the capacity of the candidate to meet the assignment with respect to health.

Those invited to serve after age sixty-five shall be cautioned to seek the advice of tax and pension authorities before accepting such an invitation.

Invitations to serve after age sixty-five shall be issued as far in advance of the normal dates of retirement as circumstances permit.
Invitations to officers of administration for service after the age of sixty-five, for the most part, shall be limited to those qualified for such service in other than administrative capacities, such as teaching or research. This, however, is not intended to preclude, in exceptional circumstances, some form of continued administrative service of a special character.

Officers of instruction and officers of administration reappointed to serve after age sixty-five shall be given such titles as the Board of Trustees, on recommendation of the President, shall approve. In the case of the reappointment after age sixty-five of officers of instruction, the titles may or may not differ from those held at the normal age of retirement. In the case of the reappointment after age sixty-five of officers of administration the titles shall be other than those held at the normal age of retirement.

The title Professor Emeritus, or the use of the designation Emeritus with respect to administrative personnel, shall be conferred discriminately, as hitherto, and not automatically, to become effective after the cessation of active service in the University. This, however, is not intended to prohibit on occasion the assignment of nonsalaried duties of a special character to those of emeritus status.

The rule of retirement after attainment of age sixty-five shall apply not only to officers of instruction and officers of administration and others subject to appointment by the Board of Trustees but 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 his authorized representatives.

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

**ANNUITIES**

New York University is one of several hundred institutions cooperating with the Teachers Insurance and Annuity Association of America in funding retirement plans. Eligibility is limited to full-time faculty members and administrative officers of equivalent rank.

All full-time faculty members with the rank of assistant professor or above and administrative officers 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. After the completion of the required year of full-time service, the instructor is obliged to participate upon the completion of two additional years of full-time service or attainment of the age of thirty, whichever occurs first. Instructors who enter the plan prior to age thirty may do so on September 1st following the date of their eligibility. Eligibility is limited to full-time faculty members as determined by the deans of the respective schools.

Full-time members of the research staff with the rank of senior research scientist, research scientist, and associate research scientist, and those of equivalent rank who may qualify, are eligible to participate in the annuity plan immediately upon appointment. Other full-time members of the staff who may qualify are eligible to participate as of September 1st following one year of full-time service.

Up to the Social Security tax base (currently $4,800) the University and the employee both contribute 3 per cent of salary for the Federal Old-Age and Survivors Insurance payment. For those participating in the TIAA retirement plan, the University contributes an additional 2 1/4 per cent of salary and the employee contributes an additional 2 1/4 per cent of salary. On salary above the Social Security tax base for TIAA participants, the University contributes 10 per cent and the individual participant contributes 5 per cent. These contributions are paid to the Teachers Insurance and Annuity Association as a premium on a retirement annuity contract. The participant may contribute additional amounts if he wishes. Participants may elect to allocate 50 per cent, 33 1/3 per cent, or 50 per cent of the joint contributions to the College Retirement Equities Fund. CREF, whose funds are invested in widely diversified common stocks, is a companion corporation, but distinct from TIAA, and provides a variable annuity. The combination of TIAA and CREF is intended to give participants some measure of protection during retirement against the adverse effects of fluctuation in the purchasing power of the dollar.

**GROUP LIFE INSURANCE**

The University offers to all full-time members of its faculty and administrative officers an opportunity to participate in the
insurance plan, which includes Group Life Insurance and Group Accidental Death and Dismemberment Insurance.

Group Life Insurance is available in amounts from $3,000 to $20,000, depending on rank for faculty members and salary for administrative officers. The first $1,000 of insurance is paid by the University for participants. Accidental Death and Dismemberment Insurance is available in the same amount as Group Life. The combined coverage, therefore, is double the amount of the face value of the policy.

All Group Insurance certificates in excess of $1,000 are subject to an annual 10 per cent reduction when the insuree reaches the age of sixty-five, which reduction continues until a minimum of 20 per cent of the original amount has been reached, or $1,000, whichever is larger, at which time the whole premium will be paid by the University. Accidental Death and Dismemberment Insurance terminates at retirement.

This Group Insurance also affords disability coverage as follows: If an insured employee becomes permanently and totally disabled before attaining age sixty, the face amount of the policy will be paid to him in monthly installments.

New full-time members of the faculty and administrative officers may subscribe to the Group Life Insurance plan without physical examination provided they do so within three months after appointment.

MAJOR MEDICAL EXPENSE INSURANCE

Major Medical Expense Insurance is available to all full-time members of the faculty and administrative officers with an annual salary of $3,600 or more and to their eligible dependents, covering unallocated expenses up to $10,000 for any one illness. This plan is intended to supplement Blue Cross and Blue Shield with payments to begin after these benefits leave off, or a total expense of $300 has been paid, whichever is greater. Payment will be made for 75 per cent of all covered expenses in excess of the deductible amount. Major Medical Expense Benefits Insurance may be continued after retirement for the same premium with the benefits reduced to a lifetime maximum of $5,000 for each individual.

New full-time members of the faculty and administrative officers may subscribe to the Major Medical Expense plan without physical examination provided they do so within three months after appointment.

HOSPITALIZATION–SURGICAL INSURANCE

Full-time members of the faculty and administrative officers are eligible upon appointment to participate in the Blue Cross and Blue Shield plans. Membership may include hospitalization insurance alone or may be extended to include the surgical-medical plan. If a new member of the faculty has participated in a Blue Cross-Blue Shield plan prior to his coming to the University, he may request a transfer of his contract to the University group. He should apply to the Services to Faculty Office of the Personnel Division, since a request to the Associated Hospital Service for transfer must be submitted by the employer.

We strongly urge those faculty members and administrative officers desirous of obtaining coverage, or of increasing their present coverage, to consult the Services to Faculty Office within three months following their appointment. Applications made after this period cannot be submitted to the Associated Hospital Service until the group reopening date on November 30 of each year.

SECOND MORTGAGE LOANS

A Second Mortgage Loan Plan is available to assist faculty and administrative officers in the purchase of homes within commuting range of New York University. Eligibility is extended to faculty members with the rank of assistant professor or above who either have tenure or can obtain certification from their dean that they will become eligible. All faculty applications must have the approval of the dean. Eligibility for administrative officers is limited to Board appointees, who must have the approval of their respective Vice Presidents.

SERVICES TO FACULTY OFFICE

The Services to Faculty Office of the Personnel Division (22 Waverly Place) provides information about services offered to faculty
Leaves 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 page 20). 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 President. 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.

Sick Leave

Payments of full or partial salary during periods of illness and consequent absence from work for periods up to one semester in length for full-time members of the faculty may be authorized by the deans, or by the Chairman of the Committee of Deans in the case of all-University departments, provided this will not necessitate an increase in the budgetary appropriation for the school or college. Notification of such authorization should be made by a personnel letter to the Vice President and Secretary.

Requests for approval of sick-leave payments involving an increase in the budgetary appropriation should be recommended by the dean in a personnel letter to the Chancellor and Executive Vice President for approval by the President. The Chancellor and Executive Vice President will make the necessary notifications for approved leaves.

Requests for approval of sick-leave payments for periods of more than one semester or for extensions of current leaves should be recommended by the dean to the Chancellor and Executive Vice President for approval by the President. Such requests should be supported by (1) medical data about the nature of the illness and expected length of illness, (2) background on length of service and special features of service to the University, (3) plans for handling the work load, and (4) any other pertinent information, including budgetary implications. The Chancellor and Executive Vice President will make the necessary notifications for approved leaves.

As a general rule, sick leaves are not granted to part-time members of the teaching staff. In those cases where an exception is deemed desirable, requests will be made by the dean to the Chancellor and Executive Vice President for approval by the President. Such requests should be supported by adequate data to demonstrate the need for an exception to the policy.

Ancillary to the foregoing, for 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 statutory authority, 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.

Sabbatical Leave

Purpose. A sabbatical leave, as distinguished from a terminal leave, 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 academic rank and who carry regular classroom responsibilities) to engage in approved scholarly research or other creative activity that will increase their scholarly achievement and their capacity for service to the University. A sabbatical leave will not be granted for the purpose of taking up employment of pecuniary advantage elsewhere, academic or otherwise.

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 of New York University. In general, at least six years must elapse between consecutive sabbaticals.

It is stipulated that at the conclusion of his sabbatical leave a faculty member will forward to his departmental chairman and his dean copies of a report on his activities during the period of the leave.

Term and Compensation of Sabbatical. In general, a sabbatical leave is granted for one academic year (September to June, inclusive) at three quarters of annual salary. However, under special circumstances, leave may be granted for a half year at full salary. An approved application normally renders the applicant ineligible to teach in the adjacent summer session in the instance of a half-year leave, and eligible only to teach in the summer session immediately preceding the leave or in the summer session immediately following the leave, but not both, in the instance of a full-year leave. In exceptional circumstances these restrictions pertaining to summer session teaching in conjunction with sabbatical leave may be waived by the Chancellor upon recommendation of the dean.

The cost of replacing a faculty member during sabbatical leave will be kept as low as possible by arrangements such as 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 by a faculty member and submitted to his departmental chairman on or before December 1 preceding the academic year for which the sabbatical leave is sought.

The departmental chairman must forward the application along with his accompanying recommendation to the dean of the college involved on or before the following December 15. The departmental chairman's recommendation shall include a statement of the proposed method of handling the applicant's normal duties while he is on leave.

The dean must forward all applications and the accompanying recommendations of the departmental chairman along with the dean's recommendations to the Chancellor on or before January 15. The Chancellor, after such additional conferences with the deans as may be desirable, will announce the ultimate decision.

TUITION EXEMPTION AND STUDY PRIVILEGES

1. Members of the teaching staff (except as provided in paragraph 2) and officers of administration, whose salaries are paid from the University budget and who are employed on a full-time basis, are entitled to full remission of the normal tuition fees in the several graduate and 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 page 20) to full remission of the normal tuition fees for courses in the several graduate and 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, or the equivalent in noncredit courses, provided such courses are essential to the applicant's usefulness to the University, that they will entail no shift in the applicant's established hours of employment or otherwise interfere with the applicant's official duties, and that in each instance the applicant's program is approved by the officers 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 for privileges under this section of the regulations. This applies with equal force to students on part-time employment in the University. Such students are not to be compensated by exemption from fees in any form.
5. Officer and employee privileges in the form of exemption from tuition fees are not available for courses in the College of Dentistry, School of Law (except as provided for certain graduate instruction as may be necessary in the case of School of Law personnel holding foreign law degrees to meet first law degree requirements of the school), School of Medicine, Post-Graduate Medical School, or in certain off-campus programs.

6. Members of the teaching staff of the rank of instructor or above, officers of administration, and clerical and plant employees who are employed on a full-time basis and whose compensation is provided by the University budget are entitled to full remission of the normal tuition fees in the Division of General Education only in those courses and under such circumstances as may be approved by the dean.

7. Dependent sons and daughters of full-time clerical and plant employees who have served the University continuously in full-time capacities for not less than ten years are permitted to take courses for which they may be eligible in the several undergraduate divisions, toward fulfillment of the baccalaureate degree requirements thereof only, with full remission of the normal tuition fees, subject to such further conditions as may be stipulated by the University administration.

8. Dependent members of the families of full-time officers of professorial or equivalent administrative rank are permitted to take courses for which they may be eligible in the several undergraduate divisions, toward fulfillment of the baccalaureate degree requirement thereof only, with full remission of the normal tuition fees.

9. 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.

10. Members of the staff and their dependents who may be eligible for tuition remission under these provisions are ineligible for other forms of scholarship aid or any loan plan operated by the University.

11. The President is authorized to extend the privileges outlined above to any full-time employee of the University, who in his judgment comes within the general intentions of these provisions and who is not explicitly qualified under the definitions here given.

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.

**LIMITATION ON DEGREE CANDIDACY**

Special attention is called to the regulation in the Statutes of the University which stipulates that no officer of instruction holding the rank of assistant professor, associate professor, or professor, or a title associated with such ranks, such as acting, visiting, clinical, or adjunct, is eligible to receive, or shall be recommended for, a degree in course from the University. 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 used elsewhere toward a degree, it does prevent such an appointee from pursuing a course to be credited toward a degree at New York University. In applying the rule, lecturers, associates, and assistants are treated in the same general category as instructors, while administrative personnel below policy-making rank are regarded as exempt from the exclusion.

**PATENT POLICY STATEMENT**

(as approved by the Board of Trustees, November 26, 1956)

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) A committee of five members from the academic staff of the University shall be appointed by the President to direct the patent policy of the University. Such committee, known as the University Committee on Inventions and Patents (hereinafter sometimes referred to as the “University Committee”), shall consist of: one member representing the arts and science faculties; one member representing the engineering faculty; one member representing the dental and medical faculties; and two members representing the other schools, colleges, and divisions of the University. (b) The University
Committee shall adopt such rules and procedures as it shall deem necessary and proper to carry out its duties and powers hereunder and to implement the policy set forth herein. (c) Any college of the University may establish a college patent committee which shall administer matters pertaining to inventions and patents within the college, make recommendations to the University Committee with respect to University patent policy, and may act for the University Committee under the rules and procedures of that Committee. (d) Any decision, rule, or other action of a college committee shall be subject to approval by the University Committee. Any decision, rule, or other action of the University Committee on Inventions and Patents shall be subject to review by the President of the University.

III. Contract with Research Corporation. (a) The University has entered into an agreement with Research Corporation, a nonprofit corporation engaged in the business of promoting patentable inventions, whereby the University may at any time offer to Research Corporation any invention which the University believes is patentable and should be developed for use by the public. Such invention may or may not be accepted by Research Corporation. (b) Upon accepting an invitation: (i) Research Corporation acquires sole right and title, subject to contractual obligations of the University, to the invention and all patents obtained thereon; (ii) Research Corporation uses its best efforts to obtain a patent upon the invention and takes such other action as it deems necessary to develop and exploit the invention for use by the public; and (iii) Research Corporation pays to the University a certain portion of the royalties or other income arising from the invention, with special provision for apportioning unusual expenses and charges incurred in connection with the development of the invention, all as more particularly set forth in the agreement with Research Corporation. (c) Copies of the agreement between the University and Research Corporation shall be kept on file in the Office of the President, by the University Committee, by the several college committees, and in all principal administrative offices of the University.

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 in the regular course of employment and (b) inventions developed on University research projects and sponsored research projects.

IV. Inventions Developed by Members of the University Staff in the Regular Course of Their Employment. (a) As a condition of employment or continued employment by the University, every member of the faculty, research staff, or supervisory employee shall submit to the University Committee, through his college committee if one exists, any invention, reasonably considered patentable, developed by him, or with some other person, in the course of his employment by the University. The University shall offer the invention to Research Corporation pursuant to the terms of the aforementioned agreement between it and the University or declare its lack of interest to the inventor within a reasonable time as defined in the rules and procedures of the University Committee. In the event the University rejects the invention, it shall become the property of the University.

(b) The term "in the course of his employment by the University" shall be understood to mean any research activity supported by the University through: (i) purchasing special apparatus for the inventor to conduct the research; (ii) providing paid professional or technical assistance to the inventor; or (iii) providing a specific reduction in teaching load to facilitate such research activity. The term "in the course of his employment" shall not, however, include activities supported by the University pursuant to specific contractual arrangements whereby the University is reasonably compensated for such support, nor shall it include activities arising in approved consulting work of a staff member.

(c) If such invention is accepted by Research Corporation, both the University and the inventor or inventors thereof shall assign all their right, title, and interest in the invention to Research Corporation, and the invention shall become the sole property of Research Corporation pursuant to the terms of the aforesaid agreement between the University and Research Corporation.

(d) The University shall pay to the inventor, his heirs, executors, administrators, or assigns a portion of the net proceeds paid to the University and such portion shall consist and be computed exclusively from money received by the University from Research Corporation and arising out of commercial exploitation of the invention made by the inventor. Such portion shall be determined as follows: (i) The
University Committee shall establish rules and standards for determining what portion of the monies paid to the University by Research Corporation and arising out of a particular invention shall be paid to the inventor or inventors of such invention. Where an invention is developed by one inventor, he shall ordinarily be paid fifty per cent (50%) of the net proceeds received by the University from this invention. (ii) Where an invention is developed by more than one person, the University Committee shall determine what portion of the net proceeds received by the University shall be paid to the inventors, their heirs, executors, administrators, or assigns. (iii) All decisions of the University Committee determining the payments to be made to a particular inventor and the reasons for such decision shall be set forth in writing.

(e) The payments to which the inventor shall be entitled hereunder shall be made within ninety (90) days after the receipt by the University of the monies derived from his invention during this annual period. 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 Research Corporation pursuant to its contract with the University.

(f) In the event Research Corporation shall reject an invention submitted to it, the University Committee, with the approval of the President, may nevertheless, in behalf of the University or its designee, accept such invention by notice mailed to the inventor or inventors within a reasonable time after receipt of notice of the rejection by Research Corporation. In such event, the inventor or inventors shall assign all their right, title, and interest in the invention to New York University or its designee who must file a patent application on behalf of the inventor within a reasonable time. The invention shall become the sole property of the University or its designee, 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 both the University and Research Corporation, 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 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 Committee.

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 shall first sign a written statement that he 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, either alone or in conjunction with some other person, as a result of his assignment to such special research project; and (iii) to submit any such invention to the University Committee, through his college committee if one exists, to be processed pursuant to the procedure set forth in Part IV above.

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, which the individual must take prior to holding his first class session, 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

UNIVERSITY LIBRARIES

The library system of the University is officially known as The New York University Libraries. Administered by the Director of the Libraries and containing about 1,100,000 volumes, the system consists of seven distinct libraries, each organized under its own librarian and distributed geographically in such a way as to serve the several centers at which the University maintains instruction.

The General University Library, with over 500,000 volumes, occupies the basement and the first two floors of the Main Building and the Main Annex at 100 Washington Square East. Though its collections have been built up primarily to serve the needs of the Graduate School of Arts and Science, the School of Education, the Washington Square College of Arts and Science, and, through its branch at 1 East 78th Street, the Institute of Fine Arts, it contains much material of wider interest. Its resources are available for use by students and staff members of all schools and divisions of the University who may have legitimate need for them. The catalogue of the General Library lists the holdings of all seven of the constituent libraries with clear indication on the cards of the library in which any particular item is housed. The Main Reference Room occupies the central portion of the second floor of the Main Building, flanked on the south side by the Education Reading Room and on the north by the Current Periodicals Reading Room. The Circulation Desk is in the second-floor corridor. Of particular interest to undergraduate students are the collections for required classroom reading maintained and serviced in Room 101. There are three departmental libraries in the Main Building: for biology in Room 612; for chemistry, geology, and physics in Room 120; and for music in Room 718. A mathematics library is located at 25 Waverly Place. An important collection of American literature is housed at 4-6 Washington Place and another of Judaica and Hebraica at 2 Washington Square North.

Commerce Library, located on the second floor of the Commerce Building, contains nearly 100,000 volumes and serves the needs of the School of Commerce, Accounts, and Finance and the School of Retailing.

The Law Library, with over 150,000 volumes, is located in the east wing of Vanderbilt Hall.

University Heights Library is another general library serving the University College of Arts and Science, the Graduate School of Arts and Science, and the College of Engineering. The bulk of the collections is in the Gould Memorial Building, but in other buildings on the campus are maintained an Engineering Reading Room and special collections in biology and chemistry. The combined book resources of the University Heights Center exceed 220,000 volumes.

The Graduate Library of Business Administration, at 100 Trinity Place, provides facilities for the students and faculty of the Graduate School of Business Administration and maintains a specialized collection of over 25,000 volumes.

The Medical Library is located at 550 First Avenue and combines the resources of the Egbert Le Fevre Memorial Library of the University School of Medicine with the library of the former New York Post-Graduate Medical School. Together they contain over 50,000 volumes.

The Dentistry Library, with more than 16,000 volumes, is at 421 First Avenue.

During the winter, spring, and summer sessions the principal reading rooms, with local variations, are open from 8:30 A.M. to 10:00 P.M. Deviations from this schedule are posted from time to time on the bulletin boards of the several 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 audio-visual 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. Members of the instructional staff may request a catalogue of the films by telephoning the library, Extension 661.

HEALTH

All personnel of New York University in whatever capacity—teaching, research, library, administration—are urged to establish them-
selves with a physician of their choice so that their medical care can be attended to whenever the need arises.

Pre-Employment Examinations

The University encourages all newly appointed members of its faculty and administrative staff to obtain a medical examination at the time of their appointment and periodically thereafter. They are also encouraged to follow through with any recommendations resulting therefrom. See "University Health Service" below for assistance in this.

University Health Service

The University Health Service is primarily a student health service and members of the faculty are encouraged to refer to it students with medical or emotional problems. Care for their immediate needs is available for all students. More extensive care is available during the fall and spring semesters for all full-time day students, all matriculated students in the School of Education, and all students living in University residences. The Health Service brochure describes these services in detail.

All persons (students, faculty, employees) with emergent medical needs are urged to go to the Health Service nearest to them. At times when that Health Service is not open, provisions for caring for such emergent needs have been established. In the event that the patient cannot get to the Health Service he should telephone the University switchboard operator and request the campus guards to take him to the Health Service.

It is not the function of this Health Service to treat the non-emergency medical problems of anyone except students. However, the Health Service is available for counsel and guidance of faculty members and administrative officers with such problems. The Health Service can help in the selection of personal private physicians or consultants for members of the faculty, staff, and their families. Similar help is provided for the selection of dentists. These physicians and dentists are members of the School of Medicine and College of Dentistry faculties. Specific information can be obtained at the Washington Square Health Service, East Building, Room 237.

The laboratory and X-ray facilities of the University Hospital are available to full-time members of the teaching and administrative staffs and their families at Health Service rates. The patient, after having received a written order from his physician, should call the X-Ray Department or appropriate laboratory at University Hospital (GRamercy 7-2000), 303 East 20th Street, New York City, for an appointment.

Full-time members of the teaching and administrative staffs, as well as their immediate families, may supplement private dental care by availing themselves of the College of Dentistry Clinic. Those desiring such supplemental care should call the College of Dentistry Clinic for an appointment.

The Faculty Medical Care Program enables full-time faculty members and administrative officers to obtain medical examinations at a present cost of $14.00. Specialists in internal medicine do the examinations, and the person's family physician or a specialist when necessary is advised of the results. Further information about this program can be obtained at the Washington Square Health Service.

Attention is directed also to the section in this handbook concerning the several health and medical insurance programs available.

COMMUNICATIONS

Telephone Service

Although members of the faculty are privileged to make local calls without charge, they are asked to confine such usage so far as possible to matters of University business. Suburban and long distance calls, even where it is possible to dial them directly, must be made through the University switchboard. Such calls are then charged to the individual except when they are made distinctly on 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. Mail requiring postage is not to be so routed whenever the channel of house mail will suffice. Postage privileges are restricted to official correspondence. Faculty members using, on occasion, envelopes with University letterhead for correspondence not directly related to official University business are personally liable for the postal charges. Outgoing personal mail will be processed only when it is stamped and sealed by the sender.

The main post office is located on the sixth floor of the East Building at Washington Square. It is open from 8:30 A.M. to 5:30 P.M. Monday to Friday, and from 8:30 A.M. to 12:00 noon on Saturdays during the academic year. Deliveries are made from Washington Square three times daily to University Heights, at 9:00 A.M., 12:15 P.M., and 2:15 P.M.; to the Dental and Medical Centers and the Barney Building twice daily at 9:00 A.M. and 2:15 P.M.; to the Graduate Business Center once each day at 1:00 P.M.; to the Institute of Fine Arts twice weekly on Tuesdays and Thursdays at 2:15 P.M.

Cable Address

The University's cable address is NYUNIVER, New York.

PLANT AND PROPERTIES

Lost and Found

All articles found unattended in University buildings or on University 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 in Room 14 at 80 Washington Square East; at University Heights, in the Office of the Manager of Buildings and Grounds; and at the College of Dentistry and the Graduate Business Center in the Office of the Building Manager. The reception desk in the Medical Science Building at the Medical Center serves as a clearinghouse for lost-and-found articles.

Projection, Recording, and Public Address Equipment

The Building Managers' Offices at the Washington Square Center provide projection equipment and trained personnel for its operation for classroom and other uses. Requests for this service should be made directly to the manager in the Block in which the equipment is to be used (Main Block, Extension 325; Education Block, Extension 322; Commerce Block, Extension 324). The Building Managers' Offices also have available limited facilities for making recordings, either tape, wire, or disc, and furnish the services of a trained technician as needed. Where permanent installations are not available, then all are equipped to provide temporary public address systems suited to the particular needs. Requests for recording equipment should be made in writing to the Building Manager's Office, Waverly 969. Requests for public address services should be made to the Office of Utility Services, South 74. For the present, at least, the only charges entailed in the use of these facilities are for the service of a technician operator where required and for discs and materials used in recording.

Maintenance and Emergencies

Under the administration of the Associate Director of Plant and Properties, each center of the University has its building manager 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. The following is a telephone schedule to be used in cases of emergency:

WASHINGTON SQUARE
(SPring 7-2000) Monday through Friday, except holidays, 8:00 A.M. to 10:00 P.M., dial Operator
At all other times from any extension, dial 8260
From night connections, dial SPring 7-7007

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UNIVERSITY HEIGHTS

Monday through Friday, except holidays, 8:30 A.M. to 10:00 P.M., dial Operator
At all other times from any extension, dial 222
From night connections, dial LUDlows 4-0700

COLLEGE OF DENTISTRY

Monday through Friday, 9:00 A.M. to 5:00 P.M. and 9:00 A.M. to 1:00 P.M., Saturday, dial 813
Outside these hours, dial OREGON 4-1884

MEDICAL CENTER

Monday through Friday, 8:30 A.M. to 5:30 P.M. and 9:00 A.M. to 1:00 P.M., Saturday, dial 13
Outside these hours, dial OREGON 9-1276

GRADUATE BUSINESS CENTER

All hours, dial 279

Regulations for procedure in the event of fire, air raid, or the need of first aid 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 manager's office (see page 53). 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 manager.

Lights in offices must be extinguished by the last occupant to leave the premises.

PROTECTION AND SAFETY

The protection of building, grounds, and properties of the University is the responsibility of the Director of the Protection and Safety Division, located at 174 Education Building, Washington Square, Extensions 8345 and 8346. He is in charge of the University's force of guards and special patrolmen and is the co-ordinator of the University safety program. He is ready to assist all departments in any incidents that may require police or safety action. The services of a guard may be obtained by the following procedures:

Monday-Friday (except holidays, etc.) 8:00 A.M.-10:00 P.M., dial Operator

All Other Times—Call Extension 8260 or SPRING 7-7003 and ask for a guard

Exception—At University Heights, any time, day or night, call Extension 549 or LUDlows 4-0700

The following rules for the protection of property must be observed without exception:

1. An unattended office must be locked, even for an absence of two or three minutes.
2. Handbags, cash boxes, and other valuables should be kept out of sight in drawers or cabinets, preferably locked.
3. Equipment such as office machinery should be bolted down or otherwise secured and a record kept of serial numbers. If there is no serial number, some identifying mark should be stamped in the metal.
4. The distribution of keys to buildings and offices must be limited to as few persons as possible.
5. Prompt and complete reports of thefts must be made. The Director of the Protection and Safety Division and the New York City Police Department will require a detailed account of all these circumstances.
6. In cases of loss or theft of personal property, the individual, in addition to notifying the Protection and Safety Division through the communication system outlined above, should also report the matter to the police. This can be done by calling SPRING 7-3100 and requesting the precinct concerned.

PURCHASING DIVISION

The purchase of supplies, services, and equipment is centralized in the Purchasing Division. All requests for such services are made by the operating department heads on requisition forms provided for that purpose. Stationery items may be drawn from the Stockroom, 29 Washington Place, Washington Square, on a Stockroom requisition.
The Purchasing Division staff is available to assist faculty and staff members regarding purchases to be made, such as the preparation of specifications and other pertinent details to be placed on requisitions.

**AUXILIARY ENTERPRISES**

**Print Shop**

The Print Shop, established to provide service geared to the specialized requirements of the University, with convenience and economy the primary objectives, is located in Room 71, 32 Washington Place. Its facilities are available to all University-related individuals and activities. The services the Print Shop performs include photo-offset and letterpress printing, stencil duplicating, photo copying, micro-filming, addressing, and mailing.

Anyone using these services for the first time should consult the Print Shop by telephone for instructions regarding filling out necessary requisitions and suggestions about choice of process, preparation of copy, and technical details.

**Food Services**

Loeb Student Center at Washington Square has several different dining facilities for faculty and students. There are a cafeteria, a snack bar, private dining rooms, and Commerce Class of '17 "Top of the Park" restaurant, all of which are air conditioned. Service from an informal tea to a formal banquet can be arranged for groups of 50 to 400.

The Catering Department, operating out of the Loeb Student Center, 54 Washington Square South, under the direction of Food Services, handles parties and catering, excluding Loeb Student Center, for New York University, its faculty, students, and staff.

There are also cafeterias in Hayden Hall at Washington Square, University Heights, the College of Dentistry, the School of Medicine, University Hospital, the Institute of Physical Medicine and Rehabilitation, and dining services in the Faculty Clubs at both Washington Square and University Heights.

**Residence Accommodations**

Residence Bureaus are maintained at Washington Square and at University Heights primarily for the benefit of students needing accommodations in residence halls and off campus. Members of the teaching staff, however, are free to use the services of these bureaus. With the leasing of what is known as the Sailor's Snug Harbor Block on Washington Square North, and the purchase of No. 29 and No. 37 Washington Square West, the University established preferential consideration for members of the faculty in filling of apartment vacancies when and as these occur. Information on the availability of these accommodations may be had from the Office of the Director of Plant and Properties.

**Campus Stores**

For the convenience and service of students, faculty, and staff, the University owns and operates Campus Stores at Washington Square, University Heights, Graduate Business Center, Medical Center, College of Dentistry, School of Law (Hayden Hall-Holley Chambers), and the Loeb Student Center.

In addition to required textbooks and school supplies, a variety of reference and paperbound books, collegiate gifts, and other items are sold. The book department offers secondhand books.

The objective of the Campus Stores is to make available, at the lowest possible prices, all books and materials that members of the University family require or find convenient to purchase on campus.

**PLACEMENT SERVICES**

With an estimated 75 per cent of its students supporting themselves through part- or full-time outside employment, the University maintains a Placement Services Office on the ground floor of the South Building at Washington Square for the service of both students and alumni, and branch offices in the Gould Student Center at University Heights and in Vanderbilt Hall for law placement.

The four divisions of placement: Business and Industry, Education, Heights (Engineering and Liberal Arts and Science), and Law
serve the students and alumni of the various schools of the University. Occupational information and placement programs of the widest scope are in effect. A $5.00 registration fee is charged only to alumni who are not currently full-time students at the University.

The Placement Services Office also arranges for student employment within the University by means of a priority list submitted to Placement Services by the dean of each division. The dean depends in part on the suggestions of faculty members in commending worthy students for such financial aid. Faculty members are urged to inform the dean of students whom they would endorse for Placement Services accommodation.

TESTING AND ADVISEMENT CENTER

Under the administration of the Division of General Education and Extension Services, the Testing and Advisement Center, located in the South Building at Washington Square, offers the services of specialists in the fields of psychology and counseling to the general public, veterans, University students and staff, schools, professional workers, and business and industry at moderate fees based on the type of service desired. Reduced rates are provided for University students and faculty members.

Among the programs offered are the following:

- Vocational Planning for Adolescents and Adults
- Educational Planning (Elementary School Through College)
- Vocational Counseling and Readjustment for Adults
- Diagnosis of Educational Problems
- Child Advisement (Development Problems)
- Personality Evaluation

Typical problems that lead people to avail themselves of center services include: (1) aid in choice of a career, (2) appraisal of potentialities for supervisory or administrative positions, (3) assessment of scholastic aptitude and educational development, (4) parent-child relationships, (5) school failure or underachievement, and (6) exploration of basis for job dissatisfaction or lack of occupational success.

The center also has available IBM equipment for machine scoring and the services of specialists in the preparation of objective tests for such scoring.
Public Relations

The Office of Vice President for University Relations, assisted by tributary agencies, performs the functions normally associated with the term "public relations." But public relations are everybody's job, because the way in which we define and carry on our responsibilities to the public through education, research, and public service and the manner in which this performance becomes known and appreciated gradually and ultimately determine the kind of understanding, acceptance, and support the public will provide.

In addition, public relations is manifest in a multitude of little things—the respect we extend our students, the way we treat our visitors, how a telephone is answered, what an employee tells his friends about the University, how you, as a faculty member, believe in and help further the University's objectives. It is thinking a problem through soundly and solving it promptly and efficiently. In education, it is good teaching. In any situation, it is good conduct for which one gets credit.

To obtain the resources it must have to survive and serve—both human resources and financial support—the University must constantly and repeatedly proclaim its objectives, tell its accomplishments, and outline its needs. All of us must use every dignified, legitimate means to tell the people what we are doing, why we are doing it, and how they are benefiting from it. It is not even enough to have sound motives and do a good job; the people must know about our methods, our traditions, and our accomplishments. Only then will they believe us worthy of their support. Every faculty member is a public relations representative—in fact, the best possible representative—of the University.

OFFICE OF INFORMATION SERVICES

The Office of Information Services gathers, writes, and disseminates University news. It deals with newspapers, wire services, magazines, professional journals, newscasts, and radio and television newscasters. It also maintains biographical and other background files, answers inquiries from the press, and edits certain publications including the Official Calendar and the NYU Notebook, the University house organ.

Although the press may approach University officials directly, the office normally answers questions from newspapers. It also arranges interviews with reporters and appointments with press photographers. It is the central agency for distribution of news releases.

The co-operation 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.

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 are posted on general and departmental bulletin boards throughout the University. Items for the publication should be submitted to the Office of Information Services, Washington Square, not later than twelve noon on the Monday of the week preceding the week in which the event is scheduled.

OFFICE OF UNIVERSITY PUBLICATIONS

The Director of University Publications co-ordinates the University publications program, approves the substance and form of all publications, maintains inventory, supervises mailing and distribution, approves requisitions, advises in preparation of budgets, and is responsible for the co-ordination and administration of the University advertising program.

The Office of University Publications designs, edits, and arranges for the printing and distribution of University promotional material; publishes all official publications of the University, such as the Official Directory, bulletins, the reports of officers, and the Commencement program.
Any department or officer wishing to use these services should place an order with the Office of University Publications on the appropriate requisition blank, signed by the officer responsible for the expenditure. The publications staff is available for consultation to all faculty and staff members.

**Official Directory**

An *Official Directory* containing the names and business and private addresses and telephone numbers of all members of the teaching and administrative staff is published each year. The *Directory* is prepared by the Office of the Secretary and any corrections or changes should be brought to the attention of that office. The *Directory* is distributed to all offices in the University. Its use for commercial solicitation is forbidden. Members of the University staff may obtain additional directories for their personal use at $2.00 a copy. They may be obtained only through mail requests to the Office of University Publications.

**College Bulletins**

Each school, college, and division of the University issues, under the aegis of the Director of University Publications 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 executive officer of all essential changes in the nature of the course in order that the description in the bulletin may be kept accurate and up to date.

**OFFICE OF RADIO-TELEVISION**

The Office of Radio-Television produces programs for broadcast by existing stations and acts as a liaison between University personnel and the networks and stations. Its objective is a broad, consistent, and continuing representation of the University on the air.

The office plans, develops, and presents various programs featuring members of the faculty and staff. Certain of these series are rebroadcast by educational television stations. The office also fills requests by stations for personal appearances by authorities in special fields and considers suggestions for future programs. Its staff provides counsel and assistance to University members who have program ideas or who participate in radio or television programs.

One of the most important activities of the office has been the production of the "Sunrise Semester" television college credit courses. These programs, which began in 1957, are broadcast at 6:30 A.M.

**The Television Production Center**

In May 1960, the University acquired by gift a television studio in the Carnegie Endowment for International Peace Building at 345 East 46th Street. The studio facilities, known as the New York University Television Production Center, a division of the Office of Radio-Television, include three modern RCA image orthicon cameras and control apparatus with video and audio recording devices. In addition to its use for academic purposes, the studio is made available to other nonprofit educational institutions for the production of educational programs.

**OFFICE OF THE UNIVERSITY PHOTOGRAPHER**

The Office of the University Photographer offers a complete photographic service. It takes and processes still pictures (both black and white and color), prepares lantern slides and filmstrips, operates a photographic reproduction service, and takes silent motion pictures. Typical assignments include taking a series of pictures for a brochure, portrait work, reproduction of graphs or charts, and photographic coverage of a special event.

The office also maintains a background file of pictures covering the entire University. It has its own photographic laboratory.

A current list of prices for the University Photographer's services is available on request. An order for service should be placed on the
appropriate requisition blank, signed by the officer responsible for the expenditure.

OFFICE OF GENERAL INFORMATION

The Office of General Information is located at the northeast corner of Washington Square East and Washington Place in the Main Building, Room 102, and is connected with all the branches and divisions of the University. The Information Office keeps a supply of the different college bulletins and other New York University literature. Visitors and new students are usually sent there and many telephone calls received at the main switchboard are transferred to this office, which tries to answer any and all questions or refers the caller to someone who can. The Office of General Information maintains an up-to-date list of all office addresses throughout the University and is open five days a week from 9:00 A.M. to 9:00 P.M. and on Saturdays from 9:00 A.M. to 2:00 P.M., except on Saturdays in July and August and official holidays when the office is closed all day.

Miscellaneous Information

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 organ of the federation is *The New York University Alumni News*.

ATHLETIC DIVISION

New York University is a member of and adheres to the rules and regulations of the National Collegiate Athletic Association, the Eastern Collegiate Athletic Conference, the I.C.4A, and the Metropolitan Rifle, Swimming, and Baseball Conferences. The University maintains a full program of intercollegiate competition in basketball, swimming, track and field, cross country, fencing, wrestling, tennis, golf, rifle, bowling, weight lifting, and soccer. There are six varsity sports for women and in addition the University promotes a full program in intramural athletics for both men and women.

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 $12.00 to $24.00) varying according to the academic rank and the class of membership. Applications for membership may be made to the secretary of the club.
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.

Reciprocal privileges are provided between the faculty clubs at Washington Square and University Heights. Members of the summer session 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.

Faculty women’s clubs, to which both the wives of faculty members and women members of the faculty are eligible for membership at nominal dues, are maintained at both the University Heights and Washington Square Centers. Women from other University centers are welcomed to membership in both. Social and project meetings are held locally at frequent intervals, and one or more joint meetings a year take place.

**Swimming Pool Privileges for Members**

The swimming pool in the basement of Hayden Residence Hall is available at certain times to Faculty Club members and their dependents 12 years of age or over. Tickets may be obtained at the Faculty Club or from the lifeguard at the pool. Tickets are good for six swimming periods during the fiscal year September 1-August 31. The cost is $2.00 and includes (1) use of the pool, (2) use of the locker, (3) towel, (4) for men, trunks—men may not supply their own; and (5) for men, use of the steam room. Women must provide their own swim suits.

The pool is open daily from 3:00 to 6:00 P.M. and on Monday through Thursday from 8:00 to 10:00 P.M. Both men and women may use it during the evening periods 5:30 to 6:30 and 8:00 to 10:00 P.M., Monday through Thursday, and the Saturday and Sunday afternoon periods. Use is limited to the men during the afternoon periods Monday through Friday.

**THE ALBERT GALLATIN ASSOCIATES**

Individuals and business firms who have made a gift to the University of at least one thousand dollars are accorded membership in the Gallatin Associates. Through their generous financial aid New York University is able to continue its tradition of private support, a tradition which has produced invaluable service and exercised an influence that is felt throughout the community, the nation, and the world.

The concept of service inherent in the program of the Gallatin Associates is symbolized though the granting of a New York University Gallatin Medal each year to a graduate or honorary alumnus who has from the Director, 1001 Fifth Avenue, UN 1-2175.

**GOULD HOUSE AT ARDSLEY-ON-HUDSON**

The generous gift of Frank Jay Gould ’99 to the University of Gould House at Ardsley-on-Hudson, in its secluded thirteen-acre estate setting, provides accommodation for (1) conferences for business, industry, and the professions conducted by the University or its divisions, (2) conferences or meetings of the University family, and (3) conferences conducted by groups outside the University but held under the sponsorship of the University.

The facilities are suitable for meetings involving not more than about thirty persons as overnight guests, although the kitchen, dining room, and assembly facilities can take care of day sessions for as many as seventy-five.

Groups within the University interested in the possible use of the facilities of Gould House should apply to the Office of Special Services to Business and Industry of the Division of General Education and Extension Services for information concerning financial terms and available dates.

**THE HALL OF FAME FOR GREAT AMERICANS**

The Hall of Fame for Great Americans, which since its founding in 1899 has been under the general trusteeship of New York Univer-
sity, is situated on the campus at University Heights overlooking the Palisades and the Hudson and Harlem River valleys, and constitutes one of the notable patriotic shrines of this nation. In elections conducted every five years by the authority of the University Senate, a college of electors representing every state in the Union selects for the approval of the Senate the names of distinguished American men and women within the widest range of human endeavor 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 Board of Trustees and serves as an advisory member of the Senate. Further information may be had from the Director, 1001 Fifth Avenue, UN 1-2175.

NEW YORK UNIVERSITY CLUB

The New York University Club located in Town Hall at 123 West 43d 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. During the year there are several get-togethers and an annual New Year’s Eve Party. Members receive spouse cards and also guest cards for other university clubs. The club will secure theater tickets, arrange for parking space in the neighborhood, and obtain hotel accommodations for out-of-town members. Information about fees and membership rules may be obtained from the club manager at JUdson 6-4242.

NEW YORK UNIVERSITY PRESS

Established in 1916, this operating division of the University publishes scholarly books in the fields of literature, public affairs, sciences, and the arts. The Press publishes and distributes material originating outside the University as well as within its schools and colleges, but a large portion of its more active titles is the work of New York University faculty members. Members of the faculty and staff are encouraged to submit material. Manuscripts should be sent to the Editors, New York University Press, Press Building, 7th Floor, Washington Square.

The Press is headed by a director, and its personnel includes individuals competent in editing, production, promotion, and distribution. In addition to publishing works which bear the imprint of the University, the Press maintains a subsidiary activity, Associated College Presses, by which it services the publishing needs of other universities and institutions having no publishing facilities of their own.

Twenty-seven members of the faculty serve as an Editorial Advisory Panel; publishing proposals are submitted for the approval of the appropriate panel member. Operating policies and fiscal affairs of the Press are governed by a Publishing Council, whose membership includes representation by faculty, administration, and the publishing industry. Through its publications the Press attempts to extend the University’s services to a larger, more varied, and more widely distributed audience.

PUBLIC OCCASIONS AND PROFESSIONAL MEETINGS

Participation in Public Occasions

The Vice President and Secretary supervises the Bureau of Public Occasions, and the Director of that bureau is responsible for the conduct of University-wide public events such as convocations, dedications, demonstrations, lectures, and receptions as well as the Baccalaureate and Commencement exercises. The families of faculty members are cordially invited to attend all public occasions. To some of these the general public is invited without charge, and friends of the faculty may be placed on the invitational mailing list upon request to the Director of Public Occasions. 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 bureau welcomes suggestions from members of the faculty for the staging of special enterprises within its province.
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.

RELIGIOUS ACTIVITIES

A nonsectarian institution, New York University is served by a University Chaplain, who is appointed by the Board of Trustees, and an auxiliary 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 primary 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. At the University Heights Center, Altschul House, 2205 Sedgwick Avenue, serves comparable purposes. Members of the faculty are cordially invited to participate in the religious activities conducted under University sponsorship and may do so by consulting the directors of the religious groups in which they are chiefly interested.

OFFICE OF THE DEAN OF STUDENTS

Upon the faculty rests the primary responsibility for the educational welfare of the student, not only in the curricular matters of the classroom and laboratory but also in his personal adjustment to the multitude of matters outside the curriculum. For it is to the counsel of the faculty member that the student looks first and with the greatest respect. With him the student first establishes that rapport indispensable if counseling is to be effective.

The University provides many services on which the faculty member can call when he finds a student who needs special help. The various schools and colleges designate certain faculty and other staff members especially charged with counseling. These and all faculty members generally may refer students to any of the special services provided by the University under the general direction of the Office of the Dean of Students, 80 Washington Square East.

Foreign Student Center

The Foreign Student Center, 15 Washington Mews, serves students from abroad in the evaluation of their credentials, the obtaining of financial aid where it is needed, the arrangement for passports and visas. The Center also acts as liaison in relations with governmental agencies, both foreign and domestic, and with the United Nations.

Helping the foreign student feel at home is one of the major responsibilities of the University. This can best be done through the direct efforts of faculty members. They are the first to form close personal relationships with these foreign visitors and are encouraged to exercise this function.

University Health Service

(See Health, page 49.)

Student Extracurricular Activities

Academic discipline at New York University is supplemented with a large and varied program of extracurricular activities. The many undergraduate student organizations range from clubs associated with academic departments through student government, publications, and special interest groups. Most of the graduate divisions also support some extracurricular organizations. 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.

Every recognized student organization is required to have a faculty member as its adviser. Faculty members are urged to participate in the student activities program in such capacity, thus supporting the University in its attempt to advance the education of students outside as well as within the classroom.
Student Centers

The Gould Student Center at University Heights and the Loeb Student Center at Washington Square are the focal points of student activities on each campus. 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.

TOWN HALL

Famous Town Hall, in the heart of Manhattan at Times Square, has been an integral part of New York University, operating within the Division of General Education, since 1958. An internationally known center for both music and adult education, Town Hall's 1,500-seat auditorium is noted for its fine acoustics and the unusual visibility from all of its seats. Town Hall presents approximately 400 events annually, including the concert programs for which the auditorium is leased, and such educational programs as the Children's Theater, Travel Films, "Operas-in-Brief" and opera-study courses, and musical training in vocal and instrumental communication. All members of the University family are eligible for special admission rates to the Children's Theater, Travel Films, "Operas-in-Brief," and certain musical events sponsored by Town Hall. The Town Hall Executive Offices welcome specific inquiry concerning its programs: 123 West 43d Street, New York 36, N.Y., JUdson 2-2424.

UNIVERSITY DEVELOPMENT

New York University, in common with many privately endowed and privately supported universities and colleges, faces a continuing need for money to augment income from tuition, fees, and services. The University's never-ending responsibility to its students is to provide them with the best education possible. This means more money—to retain and to obtain faculty members of demonstrated promise and accomplishment, to improve existing facilities and equip-
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NEW YORK UNIVERSITY IN NEW YORK CITY

1. UNIVERSITY HEIGHTS CENTER
181st Street and University Avenue
University College of Arts and Science
College of Engineering

2. INSTITUTE OF FINE ARTS
1 East 78th Street

3. THE TOWN HALL
123 West 43rd Street

4. NEW YORK UNIVERSITY MEDICAL CENTER
530 First Avenue
School of Medicine
Post-Graduate Medical School
University Hospital
Institute of Physical Medicine and Rehabilitation
Bellevue and Mills Schools of Nursing

5. DENTAL CENTER
421 First Avenue
College of Dentistry
Dental Clinic
The Murry and Leonie Guggenheim Foundation Institute for Dental Research

6. WASHINGTON SQUARE CENTER
School of Commerce, Accounts, and Finance
School of Education
Division of General Education and Extension Services
Graduate School of Arts and Science
Graduate School of Public Administration
Graduate School of Social Work
School of Law
School of Retailing
Washington Square College of Arts and Science
Institute of Mathematical Sciences

7. GRADUATE BUSINESS CENTER
100 Trinity Place
Graduate School of Business Administration
C. J. Devine Institute of Finance

A PRIVATE UNIVERSITY IN THE PUBLIC SERVICE