

***THE UNIVERSITY CODE
PART II***

***REGULATIONS FOR THE INTERNAL
ADMINISTRATION OF PURDUE UNIVERSITY***

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THE UNIVERSITY CODE

PART II REGULATIONS FOR THE INTERNAL ADMINISTRATION OF PURDUE UNIVERSITY

SECTION A THE TRUSTEES OF PURDUE UNIVERSITY*

A 1.00 *Powers and Duties of the Board of Trustees*

The corporate name of the Trustees shall be "The Trustees of Purdue University" and they shall take charge, have, hold, possess, and manage, all and singular, the property and moneys comprehended from the sale of land script, donations, and all other moneys or property which may hereafter at anytime be donated to or appropriated for the use of Purdue University. They shall have the power to organize said University in conformity with the purposes set forth in the appropriate acts of Congress, holding their meetings at such times and places as they may agree upon, a majority of their number constituting a quorum. They shall provide a seal; have power to elect all professors and teachers, removable at their pleasure; fix and regulate compensations; do all acts necessary and expedient to put and keep said University in operation; and make all bylaws, rules and regulations required or proper to conduct and manage the same.**

A 1.02 *Composition and Appointment of the Board of Trustees*

The Board of Trustees of Purdue University shall consist of ten members appointed by the governor. Three of the Trustees so appointed shall be selected by the members of the Purdue Alumni Association, one of whom shall be a graduate of the School of Agriculture. Of the remaining seven Trustees, two shall be involved in agricultural pursuits, and one shall be a full-time student of Purdue University. All Trustees shall serve for a period of three years except the student member who shall serve two years.†

* Bylaws of the Trustees of Purdue University, as revised and amended to 17 November 1995

** Paraphrased from the Acts 1869

† Paraphrased from the Acts 1921, 1975 and 1989

A. 1.05 *Oath of Office of the Board of Trustees*

On assuming office, each Trustee shall be required to take the following oath of office:

I, _____, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Indiana, and that I will faithfully and impartially discharge my duties as (alumnus*) member of the Board of Trustees of Purdue University, to the best of my skill and ability, so help me God.

(signed) _____

Subscribed and sworn to before me this _____ day of _____

(signed) _____

(Notary Public)

Notary seal

Notary's commissions expiration date

A. 1.10 *Meetings of the Board*

- a) *Stated Meetings.* The Board of Trustees shall hold at least six stated meetings in each calendar year, at such times and places as may be determined by the Board, or in the absence of a Board determination, by the Chairman of the Board. One of the stated meetings shall be the annual meeting and it shall be held on the campus in West Lafayette at the first stated meeting after July 1 of each year. Other stated meetings shall be held either on the campus at West Lafayette or on a regional campus. Written notice of the time and place of all meetings shall be given by the Secretary to each member of the Board at least three days prior to the day of the meeting.
- b) *Special Meetings.* A special meeting of the Board may be called by the Chairman at any time. At the request of at least three Trustees, the Chairman shall call a special meeting and upon failure to do so within ten days after such request is made, any three Trustees may call a special meeting. The same notice shall be given of a special meeting as of a stated meeting, except that if the Chairman or the person calling the meeting declares that an emergency exists, no written notice need be given, provided that actual notice of such meeting shall have been given at least twelve hours before the meeting to such Trustees as are then within the State of Indiana and the certificate of the Secretary to that effect is presented to the meeting.
- c) *Waiver of Notice.* In lieu of notice, a written waiver of notice of any meeting may be signed by any member before or after such meeting. Attendance at a meeting shall constitute a waiver of notice thereof.

* "Alumna" inserted in proper case.

- d) *Action at Stated and Special Meetings.* At all stated and special meetings it shall be valid to act on any subject within the power of the Corporation.

A 1.15

Procedure at Meetings

- a) *Quorum.* A majority of the members of the Board shall constitute a quorum for the transaction of business. Any number less than a quorum present at a meeting duly called may adjourn from time to time until a quorum shall be in attendance.

- b) *Order of Business.* The business at each stated or special meeting shall be conducted in the following order unless changed by the Board:

A. Roll Call

B. Board of Trustees Membership, Meetings, and Committee Assignments

C. Minutes of the Board of Trustees and Its Committees

D. Reports of the President, University Officers, Committees and Representatives to the Board

E. University Staff

F. Educational Policy

G. Research

H. University Construction

I. Contracts, Leases, and Purchases

J. Gifts, Estates, and Trusts

K. Tuition, Fees, and Other Charges

L. Scholarships, Fellowships, and Student Loans

M. Related Corporations

N. Legislation

O. University-Community Relations

P. Resolutions

Q. Other Business

A 1.20

Officers

- a) *Election.* At its annual meeting in each odd-numbered year (hereinafter called the "biennial meeting"), the Board shall elect a

Chairman, Vice Chairman, Treasurer, Secretary and Legal Counsel of the Corporation, and may elect an Assistant Secretary, an Assistant Treasurer, an Assistant Legal Counsel and such other officers of the Corporation as it may desire. Any member of the Board shall be eligible to the office of Chairman or Vice Chairman. Neither the Treasurer, the Secretary, the Legal Counsel, nor their assistants, shall be a member of the Board. All officers shall serve for a term of two years and until their successors are chosen and qualified.

- b) *Chairman.* Except as herein otherwise provided, the Chairman shall call and preside at all meetings of the Board; shall sign (manually or by facsimile) all diplomas and all contracts and other written instruments as provided in Article VII; and shall have the authority and perform the duties usually attached to the office and as may be prescribed by the Board.
- c) *Vice Chairman.* The Vice Chairman shall have the authority and perform the duties of the Chairman in case of the Chairman's absence or incapacity and such other authority and duties as may be prescribed by the Board or these Bylaws.
- d) *Secretary.* The Secretary shall attend all stated meetings of the Board and executive sessions when requested by the Board. The Secretary shall make and have custody of a complete and permanent record of the proceedings of the Board and shall have custody of the bonds of the Treasurer and of any Assistant Treasurer. The Secretary shall record all calls for meetings of the Board and give all notices of such meetings; shall notify all committees of their appointment; and shall keep a record of the appointment and terms of office of the members of the Board. The Secretary shall attest the execution of documents signed by the Chairman or Vice Chairman; shall have custody of the seal of the Corporation and affix it to appropriate documents; and shall have the authority and perform the other duties usually attached to the office and any other duties prescribed by the Board.
- e) *Assistant Secretary.* The Assistant Secretary shall have the authority and perform the duties of the Secretary in the case of the Secretary's absence or incapacity and as may be prescribed by the Board or these Bylaws.
- f) *Treasurer.* The Treasurer shall be the chief financial and business officer of the Corporation. By virtue of the office, the Treasurer shall also be the Treasurer of the University. The Treasurer may be a Vice President of the University; shall attend all stated meetings of the Board and executive sessions when requested by the Board; shall receive, take charge of and, under the direction of the Board, manage all securities, properties and funds belonging to the Corporation or the University and all trusts in which the Corporation or University is interested.

All officers, heads of departments, and other employees whatsoever who receive moneys on account of the Corporation or University shall immediately pay the same to the Treasurer with a complete

description and account of such moneys; and no disbursements shall be made of moneys collected, used or disbursed in the conduct of the Corporation or of the University and their business, without the authorization of the Treasurer.

The Treasurer shall arrange for the safekeeping of all securities and the deposit of all funds in the name of the Corporation or of the University. All funds shall be subject to withdrawal by the Treasurer and by such other persons as the Board may designate.

The Treasurer shall have the power to invest and reinvest all funds, including trust funds, in accordance with the policies established by the Board or its Finance Committee. The Treasurer shall attend the meetings of that committee and serve as its Secretary and keep a record of its proceedings.

The Treasurer shall submit a quarterly fiscal report to the Board at the stated meetings of the Board and make such other reports as the Board may request.

The Treasurer shall be a resident of Tippecanoe County, Indiana, and shall give a fidelity bond in the sum of not less than \$500,000 to the approval of the Board. The Treasurer shall also give bond in the sum of not less than \$50,000 to the approval of the Board for the faithful execution of the Treasurer's trust and duties, with sufficient sureties, as the Board may require, all in accordance with Indiana Code 20-12-38-1, as amended. The bonds so given shall be recorded by and placed in the custody of the Secretary.

Under the general supervision of the President of the University and in accordance with the policies of the Board, the Treasurer shall be responsible for the maintenance of proper books of account and accounting procedures, the preparation of the University budget and budgetary control, the purchasing of all items of equipment and supplies, the employment of all clerical and service personnel, the supervision of all business and financial affairs of the University, including the Edward C. Elliott Hall of Music, Loeb Playhouse, the Purdue Memorial Union, the Department of Intercollegiate Athletics, all residence halls and other housing facilities, all auxiliary and service enterprises, and the planning, development, maintenance and operation of the physical plant of the University.

The Treasurer, or a representative duly authorized by the Treasurer, shall examine, approve and sign the written instruments requiring the Treasurer's approval as provided in Article VII. The Treasurer shall have the authority and perform the duties usually attached to the office and as may be prescribed by law, the Board, or these Bylaws.

The Treasurer of the Corporation shall maintain an internal audit office independent of any other office of the Corporation or of the University. The Director of Audits shall submit to the Board annually a written report on the work of the internal audit office for the preceding calendar year. In addition, the Director of Audits, prior to the presentation of the written annual report, shall make an annual

oral presentation concerning the work of the internal audit office to the Audit Committee, which shall be made in the presence of the Treasurer. Immediately following the completion of each oral presentation, the Director of Audits shall confer with the Audit Committee, outside the presence of the Treasurer or any other officer of the University on any subject germane to the area of responsibility of the internal audit office. The written annual report to the Board shall be made at a stated meeting selected by the Audit Committee but in no event shall it be deferred beyond July 1 of each year without the consent of the Chairman. In addition, at any time when in the judgement of the Director of Audits circumstances warrant or in response to a request from the Chairman of the Audit Committee, the Director of Audits shall make a written or oral report to the Chairman of the Audit Committee without informing the Treasurer or any other University officer. Subject to the foregoing, the Treasurer shall attend the meetings of the Audit Committee and serve as its Secretary and keep a record of its proceedings.

- g) *Assistant Treasurer.* The Assistant Treasurer shall be a resident of Tippecanoe County, Indiana, and shall give a fidelity bond in the sum of not less than \$500,000 to the approval of the Board. The bond shall be recorded by and placed in the custody of the Secretary. The Assistant Treasurer shall have the authority and perform the duties of the Treasurer in the case of the Treasurer's absence or incapacity and any other duties prescribed by the Board or these Bylaws.
- h) *Legal Counsel.* The Legal Counsel shall attend all stated meetings of the Board and executive sessions when requested by the Board, and shall render such professional services as may be requested by the Board and the officers of the Corporation and the University.
- i) *Assistant Legal Counsel.* The Assistant Legal Counsel shall assist the Legal Counsel and shall perform the duties of that officer in cases of absence or disability.

A 1.25

Committees

- a) *Executive Committee.* The Chairman, Vice Chairman and two members of the Board appointed by the Chairman after consultation with the Board, shall constitute an Executive Committee which shall serve until the next biennial meeting and until their successors are appointed. During intervals between meetings of the Board, and subject to such limitations as may be required by law or specifically imposed by action of the Board, the Executive Committee shall have and may exercise all of the powers of the Board. The Executive Committee shall keep a record of its proceedings and report the same in full to the Board at its next stated or special meeting, but the failure to do so or the failure of the Board to approve any actions theretofore taken by the Executive Committee shall not invalidate such action. Neither the creation of the Executive Committee nor the delegation thereto of any authority of the Board shall operate to relieve the Board or any member thereof of any responsibility imposed upon it or upon such member by law.

- b) *Finance Committee.* After consultation with the Board, the Chairman shall appoint four members of the Board to the Finance Committee who shall serve until the next biennial meeting and until their successors are appointed; provided, however, that the Chairman and Vice Chairman of the Board may not serve as Chairman of the Finance Committee. Subject to the control of the Board, the Finance Committee shall maintain oversight of the management of the investments, funds and trusts of the Corporation and of the University by the Treasurer. The Finance Committee shall make an annual report to the Board at one of its stated meetings as determined by the Committee, but no later than July 1 of each year.
- c) *Audit Committee.* After consultation with the Board, the Chairman shall appoint four members of the Board to the Audit Committee who shall serve until the next biennial meeting and until their successors are appointed. Subject to the control of the Board, the Audit Committee shall maintain oversight of the internal audit function and shall receive and take appropriate action upon the various reports made to it by the Treasurer, the Director of Audits or by any other person as such reports may relate to the area of the Audit Committee's responsibilities generally. The Audit Committee shall make an annual report to the Board at one of its stated meetings as determined by the Committee, but no later than July 1 of each year.
- d) *Physical Facilities Committee.* After consultation with the Board, the Chairman shall appoint a minimum of three members of the Board to the Physical Facilities Committee, who shall serve until the next biennial meeting and until their successors are appointed. The Physical Facilities Committee shall maintain oversight of facilities construction and renovation activities of the Corporation.
- e) *Other Committees.* With the approval of the Board, the Chairman may appoint such other special or permanent committees as the Chairman may deem advisable. Board members may not serve on more than two committees nor be chairman of more than one committee, except where the number of committees or the number of available board members renders such limitations impractical.
- f) *Conduct of Committee Meetings.* Any committee may take action without a meeting if, prior to such action, a written consent thereto is signed by all members of that Committee and filed with the Secretary. Meetings of any Committee may be conducted through the use of any means of communication by which all members of the Committee participating may simultaneously hear each other during the Committee meeting. Any committee member participating in a meeting by this means is considered to be present in person at the meeting.

A 2.00 *Officers and Faculty of the University*

- a) *President of the University.* The President of the University shall be elected by the Board upon receiving not less than six affirmative votes of members of the Board. The Board shall fix the length and terms of the President's employment. The President shall

attend all stated meetings of the Board and executive sessions when requested by the Board, and report on the affairs of the University.

The President of the University shall be the chief executive officer of the University and, subject to the control of the Board, shall manage, direct and be responsible for the conduct of all the affairs of the University except those which by law or these Bylaws are made the specific responsibility of the Treasurer or other person. The President shall have the power, in the name of the University, to make and execute, or authorize the making and execution of, all contracts and written instruments made in the ordinary course of the operations of the University except those which must be specifically approved and authorized by the Board or executed by the Corporation, as provided in Section A 2.10; provided, however, that all contracts and written instruments imposing financial obligations on the part of the University shall first be approved by the Treasurer or a person duly authorized by the Treasurer.

- b) *Other Officers.* The Board may appoint one or more Executive Vice Presidents and Vice Presidents of the University, who may exercise such powers and perform such duties under the supervision of the President of the University as the Board may approve. The Board may appoint other officers as it desires and prescribe their duties.
- c) *Appointments of Faculty and Staff.* The President of the University shall be the President of its Faculty. All appointments, promotions, leaves of absence and other personnel actions with respect to the Faculty and Staff of the University shall be made by the President, except to the extent that the Board may reserve the authority to ratify individually certain appointments and promotions. Those appointments and promotions which must be ratified by the Board, shall be set forth on an official list maintained by the Secretary. The Board may revise the official list from time to time without change in the Bylaws.
- d) *Relation of Faculty to Board of Trustees.* All official communications from the Faculty to the Board shall be transmitted through the President of the University except as the permanent or special committees of the Board consult with, and receive communications from, the heads of the respective schools or departments, and except as the Board, upon its own motion, shall invite official communications from the Faculty.

The provision does not preclude a right of approach of a faculty member to a member of the Board nor preclude an individual member of the Board from contacting any person within the University community.†

- e) *Composition of the Faculty at the West Lafayette Campus and North Central Campus.* The University Faculty that will be considered eligible for voting in the convocations of the Faculty and in the elections for the members of the University Senate shall be composed of the President, the Chief Academic Officer of the University, Vice

* Board of Trustees, 13 November 1981

† Board of Trustees, 30 April 1992

President, and the Chancellor of the North Central Campus; Deans of the various academic schools; heads of the various academic departments and all those holding professorial rank; and those full-time instructors who have completed two years of service and who are not candidates for an advanced degree.

Those meeting the above criteria but who are not attached to an academic school or division shall be assigned by the President of the University to appropriate units for the purpose of participating in Faculty government procedures.

Visiting and Temporary Faculty may not vote for members of the University Senate, nor in University-wide elections or convocations.**

- f) *Composition of the Calumet Campus Faculty.* The Purdue University Calumet Campus Faculty shall be composed of the President of the University, the Chancellor of the Purdue University Calumet Campus, those members of that administrative staff with academic rank, and those members of that instructional Faculty who have professorial rank or who have completed one year of full-time service with the rank of instructor.

Members of that instructional Faculty with appointments apportioned equally among various schools or whose attachment to a particular school is not clearly defined will be assigned by the Chancellor to appropriate schools for the purpose of participation in Faculty government operations.

- g) *Composition of the Fort Wayne Campus Faculty.* The Fort Wayne Faculty shall be composed of the President of Purdue University, the Chancellor, Vice Chancellor and Dean of Faculty, all Deans, the registration officer and/or the admissions officer at that campus, and those members of that instructional Faculty who have professorial rank or the rank of instructor.
- h) *Faculty of Purdue University Mission Areas at Indiana University-Purdue University at Indianapolis.* Members of the Faculty in the Purdue University mission areas at IUPUI are adjunct members of the Purdue University Faculty. At the same time they are members of the Faculty of the IUPUI School of Engineering and Technology or the IUPUI School of Engineering and Technology or the IUPUI School of Science.

They participate in Faculty government at the IUPUI Campus and in the University Faculty Council of Indiana University. They may have representation on the governing body of the West Lafayette and North Central Faculty of Purdue University and on the Purdue University Intercampus Faculty Council.

Only those portions of this code which relate to the fulfillment of Purdue University missions at IUPUI and which have been specifically approved by the Board of Trustees shall apply to the Faculties of the two aforementioned schools at IUPUI.

** University Senate Document 76-8, 21 February 1977

- i) *Officers of the Faculties.* The President of the University shall be the President of each of its Faculty, and he or his appointed representative shall preside at Faculty meetings and convocations.
- j) *Faculty Appointment and Dismissal.* All appointments to the Faculty and subsequent leaves of absence shall be made by the Board, upon recommendation of the President of the University, except to the extent that the board may delegate such authority to the President or his designees. Except where appointment is for a specific limited term, it shall continue from year to year without further notice. Such appointment may be terminated by the University for causes relating to the conduct or the efficiency of the appointee or because of the discontinuance of the department or work to which the appointment is related. It may be terminated by the appointee by resignation, but it is expressly agreed that an appointment will not be resigned after July for the succeeding academic year with permission of an upon conditions approved by the President of the University. Salaries derived from state or other sources will be paid only to the extent of funds appropriated or available.

A 2.10 *Contracts and Other Written Instruments*

- a) *Instruments Requiring Specific Approval and Authorization of the Board.* Except as otherwise expressly authorized by resolution of the Board or these Bylaws, the execution of the following types of contracts and other written instruments shall require specific approval and authorization by the Board:
 - (a) All contracts and other written instruments relating to the acquisition or disposition of real estate or any interests therein (other than leases or licenses for one year or less);
 - (b) All contacts for construction of new buildings, additions to existing buildings, or improvements, major alterations, repairs or rehabilitation of existing buildings or other capital plan assets the estimated cost of which exceeds \$3,000,000 and project budgets therefor; provided, that all construction projects the estimated cost of which is more than \$500,000 shall be authorized by the Board. Such contracts which are in the amount of \$3,000,000 or less but which are more than \$500,000 and project budgets therefor, shall be authorized and approved by the Physical Facilities Committee of the Board. Such contracts which are in the amount of \$500,000 or less and project budgets therefor, may be authorized and approved by the Treasurer. Those contracts approved by the Treasurer which are in excess of \$250,000 shall be disclosed to the Physical Facilities Committee at its next meeting following the award of such contracts.
 - (c) Any change orders in connection with contracts of the types specified in (b) above, which change orders increase the amount of such contracts by \$150,000 or more. Any such change orders increasing the original contract amount by less than \$150,000 may be approved and executed by the Treasurer, without Board approval; but if the increase is between \$100,000 and \$150,000, the execution of such change order shall be reported by the Treasurer to the Board or to its

Executive committee as soon as practicable after execution; provided further that approval of change orders of \$50,000 or less may be delegated by the Treasurer to the Vice President for Physical Facilities;

- (d) All written instruments to which the University or the Corporation is a party creating, amending and revoking trusts in which the University or Corporation is interested;
- (e) All contracts imposing financial obligations on the part of the University or the Corporation in excess of \$500,000. However, any contract of less than \$500,000 but more than \$250,000 shall be reported to the Board as soon as practicable after execution. No approval shall be required under this subparagraph (e) if the obligation involved has been previously approved by the Board through the allocations of funds or otherwise, or if the obligation is one relating to normal and routine operations, such as public utility services, equipment maintenance contracts or requirements contracts;
- (f) All such contracts and written instruments (other than as approved in subparagraph [c] above, as to certain change orders) shall be in form approved by the Treasurer and shall be executed, if in the name of the Corporation, by its Chairman or Vice Chairman and attested by its Secretary or Assistant Secretary, or if in the name of the University, by the President or an Executive Vice President of the University or a person duly authorized by the President of the University.

- b) *Other Instruments.* Instruments other than those as to which Board approval and authorization are required by the provisions of Section a) above need not be so approved or authorized by the Board, absent a specific legal requirement, whether made in the name of the Corporation or of the University.

Such other instruments, if in the name of the Corporation, shall be approved by the Treasurer and shall be executed in the name of the Corporation by its Chairman or Vice Chairman and attested by its Secretary or Assistant Secretary; and such other instruments, if in the name of the University shall be executed in the name of the University by the President of the University, or an Executive Vice President of the University, or a person duly authorized by the President of the University, and, when required, by Section 1 of Article VI, shall be approved by the Treasurer or a duly authorized representative.

A 2.12 Accounting for Moneys

All officers, heads of departments, and other employees whatsoever who receive moneys on account of the University shall immediately pay the same to the Treasurer with a complete description and account of such moneys; and no disbursements shall be made of moneys collected, used, or disbursed in the conduct of the University and its business, without the authorization of the Treasurer.

A 2.15 Degrees

Upon the recommendation of the President of the University and the Faculty, the Board may confer upon students completing prescribed courses such degrees as may be deemed appropriate. The Board may further confer appropriate degrees upon the completion of work by postgraduate students or upon the completion of special advanced work by other persons under the direction and control of the University. The Board may also award honorary degrees in recognition of distinguished services within the scope of the educational objectives promoted by the University, and such degrees shall not be granted except upon the recommendation of the President of the University.

A 2.20 Buildings

- a) *Buildings.* The selection and employment of architects for all buildings of the University, the adoption of plans, specifications, and details for such buildings, and the receiving of bids and awards of contracts for the same shall be by the Board of Trustees, except to the extent delegated to the Physical Facilities committee of the Board of Trustees or to the officers of the Corporation by the terms of Section A 2.10.
- b) *Superintendence of Construction.* Those charged with supervising the construction of any new University building being constructed under authorization of the Board shall render quarterly a written progress report on construction work under their supervision.
- c) *Naming of University Buildings.* The University buildings shall be named in accordance with policies established by the Board which shall include the following:

No building, or any addition to a building, of the University shall be designated by the name of any particular person or person except that (a) in cases where testamentary gifts have been accepted by the Board for the construction of a building or an addition to a building and the terms of the gifts require or request that a particular name shall be used, and (b) in cases where it is desired to acknowledge conspicuous services of an individual to the University by the special designation of a building or a building addition.

All such determinations shall be made by the Board, except that the President shall be authorized to name rooms or other areas within buildings.

A 2.30 Amendments

- a) *Amendment of Bylaws.* The Bylaws of the Trustees of Purdue University may be changed or amended and additional Bylaws may be adopted at any stated meeting of the Board by a vote of seven members, provided that notice of the intention to change, amend, or add to the Bylaws, in whole or in part, shall have been given in the notice of the meeting or shall have been given at a preceding meeting of the Board.
- b) *Suspension of Bylaws.* The Bylaws or any of them may be suspended at any meeting by an affirmative vote of at least seven members of the Board, and not otherwise.

*Delegation of Authority and Responsibility
to the President of the University*

A 3.00 General Powers and Responsibility of the President of the University

The President of the University shall be the chief executive officer of the University and, subject to the control of the Board, he shall manage, direct, and be responsible for the conduct of all the affairs of the University except those which by law of the Bylaws of the Trustees of Purdue University are made the specific responsibility of the Treasurer or other persons. He shall have the power, in the name of the University, to make and execute, or authorize the making and execution of, all contracts and written instruments made in the ordinary course of the operations of the University, except those which must be specifically approved and authorized by the Board or executed by the Corporation, as provided in Article VI of the Bylaws of the Board; provided, however, that all contracts and written instruments imposing financial obligations on the part of the University shall first be approved by the Treasurer or a person duly authorized by the Treasurer.

A 3.05 Specific Powers and Responsibilities of the President of the University

Among other responsibilities, the President specifically shall:

- a) With the approval of the Trustees, organize and establish the administrative staff of the University not otherwise established by the Trustees of Purdue University and charge each administrative office with appropriate duties and responsibilities. The President of the University, through such administrative offices as he shall establish, shall exercise control and responsibility for:
 - (1) Admission and registration policies and procedures
 - (2) Student conduct and counseling
 - (3) Nominations for honorary degrees
 - (4) Administration and scheduling of classes and space
 - (5) Administration of student athletics and organized extracurricular activities
 - (6) The libraries
 - (7) Appointment of the Faculty of the University and their conditions of employment, privileges, responsibilities, promotion, and tenure
 - (8) Appointment of all nonfaculty employees of the University and their conditions of employment, privileges, and responsibilities

- (9) Organization of the University
- (10) Planning and administration of the University budget
- b) Set and publicize the time and place of faculty convocations and meetings
- c) Preside at meetings of the faculties and their governing bodies or name a representative to serve for him in this function
- d) Transmit to the trustees of Purdue University communications addressed to the trustees from the faculties and their governing bodies.

*Delegation of Authority and Responsibility
to the Faculties of the University*

A 4.00 *General Powers and Responsibilities of the Faculties*

Subject to the authority of the Board of Trustees and in consultation with the president of the University, the faculties shall have the general power and responsibility to adopt policies, regulations, and procedures intended to achieve the educational objectives of Purdue University and the general welfare of those involved in these educational processes.*

A 4.05 *Specific Powers and Responsibilities of the Faculties*

Among other responsibilities necessary to meet the obligations of its general powers, the faculties specifically shall:

- a) Advise the president and the Board of Trustees concerning policies for admission and academic placement of students*
- b) Advise the president and the Board of Trustees concerning policies governing the conduct and the dismissal of students from the University in furthering the educational and general welfare of both the students and the University
- c) Review and approve the academic degree titles conferred by the University and the general requirements for the several curricula of the University leading towards academic degrees and nominate all candidates for such degrees. Subject to the right of review by the appropriate University faculty through its governing body and except when the interests of that faculty as a whole or the University as a whole or the interests of other schools are affected, the power to develop curriculum.

*Applicable to adjunct faculty at IUPUI as approved by the Board of Trustees.

course content, instructional and examination procedures, and undergraduate degree requirements, and to nominate candidates for these degrees is delegated to the various school faculties of the University *

- d) Fix the academic calendar and the general policies for scheduling classes
- e) Establish policies for the University and student participation in athletic affairs and advise the president concerning policies and student participation in other group extracurricular activities
- f) Advise the president concerning policies and administration of the libraries of the University*
- g) Advise the president concerning policies affecting the general welfare, privileges, tenure, and responsibilities of the faculties, on standards for appointment, and on procedures for academic promotion of members of the faculties*
- h) Advise the president and the Board of Trustees concerning any proposed changes in the academic organization of the University*
- i) Continually study the general educational policies of the University*
- j) Advise the president concerning the planning of the physical facilities and staff when these may affect the attainment of the educational objectives of the University*
- k) Elect a select committee to stand ready to aid the Board of Trustees in filling the office of the president of the University when such need occurs*
- l) Consider and act upon any action of one or more of the student governing bodies whenever they receive the request to do so
- m) In all instances, have the right to present to the Board of Trustees, through the president of the University, their views on any matter pertaining to the conduct and welfare of the University* To assist the president in communication between the senate and the board, the duly elected chairman of the University Senate, as the invited delegate for the faculty, may attend all regular meetings of the Board of Trustees as well as

*Applicable to adjunct faculty at IUPUI as approved by the Board of Trustees.

those executive sessions to which all senior members of the administration are invited. At such meetings, the chairman of the senate will have, separately, the same status as members of the administration who are present and the same opportunity for expression.**

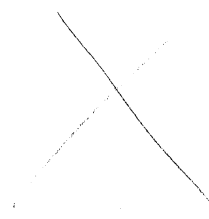
A 5.00 *Amendment of Part II, Section A, of the University Code*

Part II, Section A (except Paragraphs A 2.00 c, d, e, or f, A 4.00, and A 4.05) of the University Code shall be amended as required from time to time by the trustees of Purdue University. The president of the University and the faculties, through the president of the University, may propose amendments to the trustees for their consideration.

Amendments to Part II, Section A, Paragraph A 2.00 c, d, e, or f will be effective when approved by the appropriate faculty as ascertained through a majority of those voting by mail ballot and ratified by the president of the University and Board of Trustees.

Part II, Section A, Paragraphs A 4.00 and A 4.05 "Powers and Responsibilities of the University Faculties," may be amended as required from time to time by the Board of Trustees of Purdue University. The president of the University and the faculties, through the President of the University, upon approval by mail ballot, may propose amendments to the trustees for their consideration. Amendments originating with the trustees of Purdue University will normally be communicated to the president of the University and the faculties for their discussion.

Nothing in the above, however, shall be construed as restraining the Board of Trustees from taking such action as they determine to be necessary in the discharge of their legal responsibilities.



**Board of Trustees, January 20, 1970
University Senate Document 75-4
Approved March 15, 1976