
MEMORANDUM

TO: FACULTY AND STAFF
FROM: REV. JOHN I. JENKINS, C.S.C., PRESIDENT
THOMAS G. BURISH, PROVOST
SUBJECT: IDENTIFICATION OF DESIGNEES UNDER ACADEMIC ARTICLES
DATE: 2/16/2010

The Academic Articles provide that, with regard to certain matters, the President may designate another individual to assign a classification or to approve, authorize, or make an appointment. Likewise, the Academic Articles provide that, with regard to certain matters, the Provost may designate another individual to assign a classification or to approve, authorize, or make an appointment. The Academic Articles also provide that the “Office of the Provost” has authority over certain decisions. The purpose of this memorandum is to specify whom the President and Provost have selected to act on their respective behalf as a designee, where authorized by the Academic Articles, and to clarify who has authority to act on behalf of the “Office of the Provost” as that term is utilized in the Academic Articles. All power and authority not expressly delegated in this memorandum is reserved and retained by the President and Provost.

I. DESIGNEES OF THE PRESIDENT UNDER THE ACADEMIC ARTICLES

The President hereby selects as a designee the following individual to act on his behalf with regard to the corresponding provision of the Academic Articles identified in the chart:

Academic Article	Authority Delegated to Designee	Designee
Article II, Section 9	Appointment of departmental chairperson	Provost
Article II, Section 10	Designate University Institutes	Provost
Article II, Section 12	Appoint other academic administrators, including University Registrar and Assistant Provost for Enrollment	Provost

II. DESIGNEES OF THE PROVOST UNDER THE ACADEMIC ARTICLES

The Provost hereby selects as a designee the following individual to act on his behalf with regard to the corresponding provision of the Academic Articles identified in the chart:

Academic Article	Authority Delegated to Designee	Designee
Article II, Section 9	Approval of appointment of associate/assistant departmental chairperson	Dean of the department's College
Article II, Section 10	Approval of special statutes for University Institutes	
Article III, Section 1(d)	Approval of special professional faculty designations of teaching professor, clinical professor, and professor of the practice	Vice President and Senior Associate Provost
Article III, Section 4(c)	Appointment, reappointment, and promotion of research faculty	Vice President and Senior Associate Provost
Article III, Section 4(d)	Appointment, reappointment, and promotion of library faculty	Vice President and Senior Associate Provost
Article III, Section 4(e)	Appointment, reappointment, and promotion of special professional faculty	Vice President and Senior Associate Provost
Article III, Section 4(f)	Appointments to other faculty categories	Vice President and Senior Associate Provost
Article III, Section 4(f)	Appointments of fellows	Vice President and Senior Associate Provost

III. INDIVIDUALS AUTHORIZED TO ACT ON BEHALF OF OFFICE OF THE PROVOST UNDER THE ACADEMIC ARTICLES

The Provost hereby specifies that, in addition to the Provost, the following individual is authorized to act on behalf of the "Office of the Provost" as that term is utilized in the corresponding provision of the Academic Articles specified in the chart:

Academic Article	Power of Office of the Provost Designee Authorized to Exercise	Designee
Article III, Section 1(f)	Approval of emeritus designation for regular faculty	Vice President and Senior Associate Provost
Article IV, Section 5	Approval of departmental organizational plan	Vice President and Associate Provost for Faculty