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**MEMORANDUM**

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**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:** 12/15/2019

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 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. 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:

<b>Academic Article</b>	<b>Authority Delegated to Designee</b>	<b>Designee</b>
Article III, Section 7	Appointment of departmental chairperson	Provost
Article III, Section 10	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 III, Section 7	Approval of appointment of associate/assistant departmental chairperson	Dean of the department's College
Article IV, Section 1(b)(5)	Approval of emeritus designation for regular faculty	Vice President and Associate Provost for Faculty Affairs
Article IV, Section 5(b)	Appointment, reappointment, and promotion of research faculty	Vice President and Senior Associate Provost; Vice President and Associate Provost for Faculty Affairs
Article IV, Section 5(c)	Appointment, reappointment, and promotion of teaching faculty	Vice President and Senior Associate Provost; Vice President and Associate Provost for Faculty Affairs
Article IV, Section 5(d)	Appointment, reappointment, and promotion of professors of the practice	Vice President and Senior Associate Provost; Vice President and Associate Provost for Faculty Affairs
Article IV, Section 5(e)	Appointment, reappointment, and promotion of clinical faculty	Vice President and Senior Associate Provost; Vice President and Associate Provost for Faculty Affairs
Article IV, Section 5(f)	Appointment, reappointment, and promotion of library faculty	Vice President and Senior Associate Provost; Vice President and Associate Provost for Faculty Affairs
Article IV, Section 5(g)	Appointment, reappointment, and promotion of advising faculty	Vice President and Senior Associate Provost; Vice President and Associate Provost for Faculty Affairs
Article IV, Section 5(h)	Appointments to other faculty categories	Vice President and Senior Associate Provost
Article IV, Section 5(i)	Appointment of joint faculty	Vice President and Senior Associate Provost
Article V, Section 5(a)	Approval of departmental organizational plan	Vice President and Associate Provost for Faculty Affairs