
Articles of Organization of the Academic Council

As adopted by the Ninth Senate on 3/17/77 and amended on 3/31/77, and 4/14/77, and accepted by the Board of Trustees on 5/10/77 and revised by referendum on 2/17/84 and 2/4/94

CHAPTER I: ARTICLES OF ORGANIZATION OF THE ACADEMIC COUNCIL¹

SECTION 1. All Statutes, By-Laws, and Regulations are subject to the University Trusts and the powers and duties vested in the Board of Trustees and the President of the University.

SECTION 2. The following Articles of Organization are subject to amendment or repeal by the Board of Trustees.

CHAPTER II: THE PRESIDENT

SECTION 1. The responsibilities and duties of the President are as set forth in the University Trusts and as here-in provided.

SECTION 2. The President shall be the executive officer of the Faculty of the University.

SECTION 3. The President shall be primarily responsible for the enforcement of discipline in the University.

SECTION 4. The President shall be *ex officio* Chair of the Academic Council.

SECTION 5. The President shall be *ex officio* head of the faculty or faculties as organized by the Board of Trustees.

SECTION 6. The President shall be the official medium of communication between the Professoriate and the Board of Trustees.

SECTION 7. The President shall designate a member of the Professoriate in each department to serve as Chair² of the departmental faculty, such Chair to hold office at the will of the President; both appointments and removals of Chairs of departments to be made after consultation with the Advisory Board and with the approval of the Board of Trustees.

SECTION 8. The President may appoint members of the Academic Council to serve on Presidential Commissions and those bodies known as University Committees, and may name the Chairs of such bodies.³

CHAPTER III: THE ACTING PRESIDENT

SECTION 1. In the absence of the President or in case of the President's inability to act, an acting President, as determined by the Trustees, shall perform the functions of the President.

CHAPTER IV: THE PROFESSORIATE AND THE ACADEMIC COUNCIL

SECTION 1. The Faculty of the University consists of the President and the members of the Professoriate.

- a) The Professoriate consists of (i) the Tenure Line faculty comprising assistant professors, associate professors and professors; (ii) the Non-tenure Line faculty comprising associate professors and professors (Teaching, Performance, Applied Research, Clinical⁴), and Non-tenure Line research faculty – research assistant professors; associate professor and professors (Research); (iii) senior fellows and center fellows at specified policy centers and institutes⁴; and (iv) the Medical Center Line faculty—assistant professors, associate professors and professors (MCL).⁵
- b) The Academic Council Professoriate consists of the following: the tenure line faculty, the non-tenure line faculty, the non-tenure line research faculty, and senior fellows in specified policy centers and institutes.
- c) The Academic Council consists of all members of the Academic Council Professoriate and academic administrative officers as follows: the Chancellor⁶; the President; the Provost; the Academic Secretary,⁷ the Deans of Schools of the University⁸; and such similar academic officers that the Advisory Board shall, upon recommendation of the President and Provost, approve for membership in the Academic Council.^{9,10}

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- d) In view of changes that may occur in the foregoing offices, the Advisory Board shall be authorized to determine eligibility for Academic Council membership in case of a revision of title or a realignment of responsibilities of any of the foregoing offices.
- e) Members of the Academic Council who become Emeritus shall be named Senior Members of the Council.¹¹ Such members shall have the privilege of the floor at meetings of the Council and shall be eligible for appointment to Committees of the Academic Council, but shall not have the right to vote at meetings of the Council or in referenda of the Council.¹²
- f) The Academic Council shall hold one regularly scheduled meeting annually, at which time the Council shall receive reports from the President of the University and reports of discussions and decisions of the Senate of the Academic Council.¹³ Twenty percent of the membership of the Academic Council shall constitute a quorum. Special meetings may be called by the President, by action of the Council, or, in circumstances specified in the Charter of the Senate, by the Academic Secretary. Notice of all meetings shall be mailed to members of the Council by the Academic Secretary not less than one week prior to meeting.¹⁴
- g) The Academic Council is vested with all the powers and duties usually vested in the faculties of similar institutions to discuss and decide upon matters of internal policy, except as herein otherwise provided. It has general power and responsibility for the internal administration of the University, subject to express provisions herein contained respecting the methods of exercising such power through the agency of its Chair and Committees, the Departmental Professoriate, or the Advisory Board.¹⁵
- h) Except as otherwise stated in the Founding Grant and in these Articles, the power and authority of the whole Professoriate is vested in the Senate of the Academic Council, with provision for review by the Council as provided for in the Charter of the Senate.¹⁶
- i) The Academic Council is authorized to confer degrees at the end of each quarter on those students who have satisfied the established requirements.¹⁷
- j) Subject to the powers and duties vesting in the Board of Trustees, all general regulations, statutes, and rules as to the matters within the province of the Professoriate shall be initiated in and passed by the Senate of the Academic Council, and shall be in force,¹⁸ subject to the power of disapproval in the Trustees except that no regulation, statute, or rule involving a change in the educational policy of the University in respect to the requirements of admission, the course of study, or the conditions of graduation, shall take effect until the same shall have been submitted to the Trustees. The advisability of considering any proposed legislation may be informally suggested to the Senate of the Academic Council in general terms by the President of the University or by the Board of Trustees.
- k) The Departmental Professoriates and all Standing and Special Committees of the Council may be instructed in their duties by the Senate of the Academic Council and may be called upon to report their action to it.

CHAPTER V: ELECTIONS¹⁹

SECTION 1. For the purpose of elections to the Advisory Board, the members of the Academic Council are divided into Advisory Board Electoral Groups, the composition of which is determined by the Senate of the Academic Council.²⁰

SECTION 2. For the purpose of elections to the Senate of the Academic Council, the members of the Academic Council are divided into Senate Electoral Units, the composition of which is determined by the Senate of the Academic Council.²¹

CHAPTER VI: THE ADVISORY BOARD

SECTION 1. ESTABLISHMENT, MEMBERSHIP, TERMS OF OFFICE, QUORUM.

- a) There is established an Advisory Board of seven members elected by the Academic Council.
- b) Membership on the Advisory Board is limited to full professors, excluding those who hold the following office: President,²² Vice President,²² Provost,²² and other members of the Council who are determined by the Senate to hold appointments of like character in the University administration.^{9,10}
- c) Terms of office are for three years and begin September 1 following election. Consecutive service shall be limited to two terms (or fractions thereof), but a person is eligible for reelection at the third annual election after the expiration of any period of service.¹⁹
- d) No person may at the same time be a member of the Advisory Board and of a Committee of the Academic Council. Any person serving on an Academic Council Committee must resign therefrom upon beginning a period of service on the Advisory Board.
- e) A majority of the members of the Advisory Board constitutes a quorum.

SECTION 2. POWERS AND FUNCTIONS.

- a) The Advisory Board shall advise the President concerning any matter that the President may choose to refer to it.
- b) All recommendations for academic appointments, promotions, and dismissals, for the creation of new departments, and for the abolition of departments, shall be submitted to the Advisory Board before they shall become operative, or before they may be submitted to the Trustees for their action, when such action is necessary. In all cases, in presenting such matters to the Board of Trustees, the President shall state whether or not these matters have the approval of the Advisory Board.
- c) The President shall submit to the Advisory Board for its advice proposed appointments of academic Deans and Department Chairs.
- d) The President may submit matters to the Advisory Board orally or in writing, as the President may see fit, but action thereon shall be taken in executive session.
- e) The Advisory Board may make such recommendations to the President regarding policy as it may decide by vote to be expedient, but no recommendations for appointments, reappointments, promotions, or dismissals shall originate with the Advisory Board.
- f) The Advisory Board has certain responsibilities and functions defined in the *Statement of Policy on Appointment and Tenure*,²³ the *Statement on Faculty Discipline*,²⁴ the *Statement on Academic Freedom*,²⁵ and the *Statement on Faculty Appeal Procedures*.²⁶
- g) The Advisory Board may, by vote of five of its members, appeal to the Board of Trustees any differences between the President and itself.
- h) The Advisory Board shall keep systematic records of its proceedings which shall be accessible to the President.
- i) The Advisory Board may at any time be called together by its Chair or by the President of the University.
- j) The Advisory Board shall elect by ballot a Chair and a Secretary from its own members.

CHAPTER VII: THE SENATE OF THE ACADEMIC COUNCIL

SECTION 1. There is established a Senate of the Academic Council which, subject to the provisions for review and referendum set forth in the *Charter of the Senate* shall have the same functions as the Academic Council.

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CHAPTER VIII: COMMITTEES, BOARDS, PANELS AND COMMISSIONS

SECTION 1. COMMITTEES AND BOARDS OF THE ACADEMIC COUNCIL.²⁷

- a) Committees and Boards of the Academic Council, which are appointed under the authority of the Senate of the Academic Council, shall operate as bodies formulating policy and reviewing operations. No policy formulated by a Committee or Board of the Academic Council shall be binding until reported to and accepted by the Senate. Implementation of policies shall be left to the appropriate administrative officers.
- b) All Committees of the Academic Council shall promptly report all policy formulations to the Senate. No matter within the concern of a Committee of the Academic Council shall be the subject of action by the Senate without having first been considered by the Committee. The Senate may, however, place questions on the agenda of any Committee of the Academic Council, and may specify reasonable deadlines for action or report on those questions. Committees and Boards of the Academic Council shall report their activities from time to time as requested by the Steering Committee of the Senate.

SECTION 2. UNIVERSITY COMMITTEES.

- a) There exist standing Committees of the University for which charges are drawn up by the President of the University.
- b) Nominations to fill University Committee positions that are assigned to Academic Council members shall be made by the Committee on Committees of the Senate of the Academic Council. Appointment of members to serve on these University Committees and the choice of Chairs shall be made by the President of the University.

SECTION 3. OTHER COMMITTEES, PANELS, AND COMMISSIONS.

- a) From time to time the President of the University may appoint other bodies to provide advice on matters not falling within the purview of the Advisory Board, the Committees of the Academic Council, or University Committees.

CHAPTER IX: THE DEPARTMENTAL PROFESSORIATE

SECTION 1.

- a) The Departmental Professoriate shall consist of the Professors, Associate Professors, Assistant Professors, and members of the Non-tenure Line Professoriate in the several Departments, and only they shall have the right to vote.
- b) The Chair of a Department shall preside at meetings of that Department's Professoriate and, as administrative head of the Department, shall be responsible to the cognizant Dean of School in matters concerning the departmental budget, personnel actions, and similar matters, and shall serve as the official means of communication regarding departmental affairs between the Department and the President, the Academic Council, and other Departments.
- c) The Chair or the designees of the Chair shall sign all requisitions for supplies and equipment required by the Department.

SECTION 2. The Departmental Professoriate shall have the direction of the work of instruction in the Department and of the internal administration of the Department, subject only to such control as is vested in the Board of Trustees, the President of the University, or the Academic Council.

SECTION 3.

- a) All matters of internal administration in the Department shall be decided in conference or, if necessary, by vote of members of the Departmental Professoriate as specified in the Departmental by-laws.
- b) In case the Chair of the Department shall fail to concur in the decision of the Departmental Professoriate, he or she shall report in writing the action of the Departmental Professoriate: (i) In matters relating to appointment, reappointment, or promotion, to the cognizant Dean, the Provost, and the Advisory Board, or

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(ii) In academic matters to the cognizant Dean, the Provost, and the Senate of the Academic Council, or
(iii) In administrative matters not covered by the above, to the cognizant Dean, the Provost, and the Advisory Board, with a written statement of the reasons for his or her non-concurrence; and other members of the Departmental Professoriate may, at will, make a written statement of their position.

- c) Any member of the Departmental Professoriate shall have the right to appeal the decision of the Department or of the Chair, except in the case of an individual's own grievance covered by the *Statement on Academic Freedom* or the *Statement on Faculty Appeal Procedures*, for which the University has duly established procedures.
- d) The Advisory Board or the Senate of the Academic Council, as the case may be, shall in such cases consider the course to be pursued, and shall submit its opinion in writing to the President of the University, whose decision shall be final.
- e) The cognizant Departmental Professoriate shall determine by vote, or other agreed procedures, when students shall be recommended for graduation, and the Chair shall report the names of such students to the appropriate committee.

SECTION 4. The Departmental Professoriate in the several Departments may adopt by-laws for regulating the internal affairs of their own Departments and shall keep a record of their official acts.

SECTION 5. Meetings of the Departmental Professoriate may be called by the Chair or by any two members of the Departmental Professoriate.

CHAPTER X: THE REGISTRAR

SECTION 1. The Registrar shall be appointed in the same manner as Professors are appointed.

SECTION 2. The Registrar shall be responsible for the care of the records of students.

SECTION 3. The Registrar shall prepare, subject to the approval of the President, all official publications of the University, such as the Bulletins, Student Directory, etc.

SECTION 4. The Registrar shall have control of such clerical assistants as are provided for the preparation and care of records of the academic work of the University.

SECTION 5. The Registrar shall conduct such a bureau of information as is necessary for the academic work of the University.

CHAPTER XI: THE DIRECTOR OF THE UNIVERSITY LIBRARIES

SECTION 1. The Director shall be appointed in the same manner as professors are appointed.

SECTION 2. The Director shall have control of all books and other library materials belonging to the University Libraries or to Departmental Libraries.

SECTION 3. The Director shall have control of all assisants who shall be employed in the administration of the Libraries.

CHAPTER XII: THE ACADEMIC SECRETARY

SECTION 1. The Academic Secretary shall be appointed by the President, subject to the approval of the Board of Trustees.

SECTION 2. The Academic Secretary shall have such duties in the President's Office as the President shall from time to time prescribe.

SECTION 3. The Secretary shall serve *ex officio* as Secretary of the Senate, the Steering Committee, the Committee on Committees, the Planning and Policy Board, and any other *ad hoc* committees or boards as shall seem appropriate,²⁸ keeping minutes of the meetings, issuing calls for meetings, and performing other duties in keeping with the position of Secretary.²⁹

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SECTION 4. The Academic Secretary shall serve as Secretary of the Academic Council and shall keep a record of the proceedings of the Council.

SECTION 5. The Academic Secretary shall report in writing to all members of the Academic Council, within seven days after each meeting of the Senate, all decisions of the Senate and the votes by which the decisions were taken.³⁰

Footnotes

¹ The *Articles* deal basically with the Academic Council. Because we now have, as a result of the work of the Committee on the Professoriate, and the Second Senate Committee on the Professoriate, an accurate definition of “Academic Council,” that title is deemed an improvement over the less closely defined word “Faculty.”

² Senate Action, 12/5/68: The title “Executive Head” was changed to “Chair.”

³ In current practice we have, in addition to the Committees and Boards of the Academic Council, University Committees, Presidential Commissions, Administrative Panels, and Trustee Committees.

⁴ Senate action on recommendation of C-PS2, 4/16/89 and amended by Senate on 11/9/89—new appointments to or promotions to the Non-tenure Line (Clinical) faculty were discontinued as of 9/1/90.

⁵ Senate Action on recommendation of C-PS2, 11/19/89. (MCL and Center Fellows are not members of the Academic Council Professoriate.) Senate Action on recommendation of C-PS2 over several Spring meetings, 1990. (Policy centers and institutes are to be specified by the Advisory Board on recommendation of the Provost.

⁶ Board of Trustees Action, 1/5/68. Senate Action, 6/10/71. Board of Trustees Action, 9/14/71.

⁷ Board of Trustees Action, 1/28/16.

⁸ Academic Council Action, 6/14/68.

⁹ Senate Action on recommendation of the Committee on Reapportionment, 1/7/93. (See footnote for current list.)

¹⁰ Academic administrative officers who are current members of the Academic Council: the President, the Provost, the Deans of the seven Schools, the Academic Secretary, the Registrar, the University Librarian and Director of Academic Information Resources, the Vice Provost for Undergraduate Education, the Vice Provost for Graduate Education, the Vice Provost for Academic Affairs, the Vice Provost and Dean of Research and Graduate Policy, the Vice Provost for Student Affairs, the Dean of Undergraduate Admission and Financial Aid, the Vice Provost and Director of University Budgets, the Dean of the Chapel and the Dean of Summer Session and Continuing Studies (list as of 1/1/02; note that officers who have been on this list in the past include the Chancellor, Director of Stanford University Press, Vice Provost and Dean for Institutional Planning).

¹¹ Academic Council Action, 6/14/68.

¹² Senate Action, 6/10/71: Board of Trustees Action, 9/14/71.

¹³ Academic Council Action, 2/17/84.

¹⁴ *Charter of the Senate, Article V.*

¹⁵ The language “vested with all powers and duties usually vested in the faculties of similar institutions to discuss and decide upon all matters of internal policy except as herein otherwise provided” is very vague, but in practice the term “internal policy” has always meant academic policy: that meaning is clearly reflected in the titles of the Committees of the Academic Council, which Committees, working through the Senate, determine the policies referred to. The “departmental Faculties” has been changed to Departmental Professoriate.

¹⁶ *Charter of the Senate, Article I.*

¹⁷ Board of Trustees Action, 2/21/55

¹⁸ In virtue of *Article V*, Sections B and D, Senate Actions are subject to review by the Academic Council.

¹⁹ This chapter, like its counterpart in the 1974 version of the *Articles*, deals with electoral procedures, but the language of the 1974 version was out of date and was rewritten to bring it into conformity with present practice (1982, E. H.).

²⁰ Senate Action, 6/10/71; Board of Trustees Action, 9/14/71.

²¹ *Charter of Senate, Article II.*

²² Academic Council Action, 6/12/59; Board of Trustees Action, 6/18/59.

²³ *Statement of Policy on Appointment and Tenure* approved by the Board of Trustees, 9/21/67 and amended 9/14/71, 1/9/73, and 10/8/74.

²⁴ *Statement on Faculty Discipline* adopted by the Senate, 5/18/72, and amended by the Academic Council, 9/29/72. Approved by the Board of Trustees, 1/9/73.

²⁵ *Statement on Academic Freedom* adopted by the Senate, 4/28/74; approved by the Board of Trustees, 9/14/74, and amended by the Senate on 4/16/98.

²⁶ *Statement on Faculty Appeal Procedures* adopted by the Senate, 4/29/99; approved by the Board of Trustees, 6/11/99. Replaced the former *Statement on Faculty Grievance Procedures* and its accompanying *Standing Rules of Procedure for the Filing and Appeal of Grievances*, originally adopted in 1975

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²⁷ Senate Action, 4/29/71: *Senate Rule VI*. Also, the word “Boards” was added to this paragraph to include the Planning and Policy Board. See footnote 28.

²⁸ Senate Action on the recommendation of the Senate ad hoc Committee on the Structure and Functions of Academic Council Committees (STANCOM) for creation of PPB, 4/2/92.

²⁹ *Charter of the Senate, Article III, Section C*.

³⁰ *Charter of the Senate, Article III, Section A.5*.