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Foreword

This Handbook has been prepared for Pace University faculty in the following schools: Dyson College of Arts and Sciences, School of Computer Science and Information Systems, Lubin School of Business Administration, The College of White Plains, School of Education, Lienhard School of Nursing, Lubin Graduate School of Business, School of Law. It is designed to serve as a general introduction to the University with information regarding organizational structure, programs and facilities as well as a source of specific information on institutional policies and procedures directly involving faculty. The reader should be aware that these policies apply only to the faculty of the schools listed above, and not to faculty of affiliated institutions. It should also be noted that certain policies and procedures described herein are of necessity not applicable to the School of Law. Law School faculty should consult the School of Law Faculty Handbook.

Additional reference materials include the Undergraduate Catalogs for the New York, Pleasantville/Briarcliff, and White Plains campuses, and Catalogs of the Lubin Graduate School of Business, Dyson College of Arts and Sciences Graduate Programs, the Graduate Division of the Lienhard School of Nursing, the School of Education Graduate Program in Educational Administration, and the School of Law.

The statements contained in this Handbook reflect institutional policies and procedures in effect at the date of publication. It is understood that changes in this Handbook will be made by collegial agreement among faculty, administration, and trustees in the tradition of University practice. Suggestions for improving future editions of the Handbook are welcomed. Comments should be sent to the chairpersons of the Faculty Councils or to the Office of the Provost.

This edition of the Handbook has been reviewed, edited and updated by Handbook Committees of each of the Faculty Councils (New York, Pleasantville/Briarcliff, White Plains, Lubin Graduate School of Business) in cooperation with the Office of the Provost.

PART I

DESCRIPTIVE AND PROCEDURAL INFORMATION

A. INTRODUCTION

Historical Sketch

Pace University is a non-profit institution of higher education which provides instruction leading to graduate and undergraduate degrees. It offers admission to qualified men and women without regard to age, race, creed, national origin, or handicap. The University has five locations: the Civic Center Campus in lower Manhattan adjacent to City Hall, the Midtown Center at 535 Fifth Avenue, and three suburban facilities in Westchester County, one in Pleasantville, one in Briarcliff, and the other in White Plains.

Formerly known as Pace Institute, the institution was organized in 1906 by Homer St. Clair Pace and Charles Ashford Pace as an evening school to prepare men and women for the professional work of the public accountant. It functioned in this manner until 1919 when a day program was initiated in response to the demand which followed World War I for full-time study in accountancy and business administration. In December 1948 the name Pace Institute was changed to Pace College by action of the Board of Regents of the University of the State of New York, and authority to confer degrees was granted. In the spring of 1973, when the Board of Regents approved Pace's application for university status, Pace College became Pace University.

The size and scope of the institution have indeed reached university proportions. Day and evening programs are offered at all three campuses under the auspices of the following schools: Dyson College of Arts and Sciences, School of Computer Science and Information Systems, Lubin School of Business Administration, The College of White Plains, School of Education, Lienhard School of Nursing, Lubin Graduate School of Business, and School of Law.

Approximately 17,000 students are currently enrolled in the undergraduate programs, more than 7,000 are enrolled in graduate and professional programs, and almost 4,000 are enrolled in special programs.

At present, undergraduate programs of study are offered leading toward the Bachelor of Arts (B.A.), the Bachelor of Science (B.S.), the Bachelor of Business Administration (B.B.A.), the Bachelor of Professional Studies (B.P.S.), Bachelor of Fine Arts (B.F.A.), the Associate in Arts (A.A.), the Associate in Applied Science (A.A.S.), and the Associate in Science (A.S.).
Graduate programs of study are offered leading toward the Juris Doctor (J.D.), the Doctor of Professional Studies (D.P.S.), the Doctor of Psychology (Psy.D.), the Master of Business Administration (M.B.A.), the Master of Arts (M.A.), the Master of Science (M.S.), the Master of Science in Education (M.S. in Ed.), the Master of Public Administration (M.P.A.). and the Master of Fine Arts (M.F.A.).

In Westchester, Pace University's Pleasantville campus was established in 1963 and has grown rapidly since then. In July 1975, the College of White Plains joined Pace University to become The College of White Plains of Pace University. Programs offered on the White Plains campus include most undergraduate programs, the School of Law, and graduate programs in computer science, public administration and business. In 1978 the University acquired the assets of Briarcliff College and now utilizes the dormitory and office facilities on that campus as an integral part of the activities of the total Pleasantville/Briarcliff complex.

The Midtown Center, in midtown Manhattan, was opened in 1977 and offers courses to day and evening students on both the undergraduate and graduate levels.

Affiliation with Other Institutions

Pace currently is affiliated or has joint degree programs with the following institutions:

Foreign Affiliations:

12. University of Ghana
3. Strathclyde University (Scotland)
4. University of Edinburgh (Scotland)
5. L'Ecole Superieure de Commerce de Lyon (France)
  SENAC (The National Service for Commercial Training in Brazil) and the University of Sao Paolo (Brazil)
6. Indian Institute of Management (India)
7. Ministre de l'Education Nationale (Morocco)
8. Research Institute of Foreign Trade (China)
9. Franklin College (Switzerland)
10. Anatolia College (Greece)
12. American College in Paris (France)
13. University of Seville (Spain)
14. University Harite - Bretagne. Rennes (France)
15. Universidad Anahauc Mexico City (Mexico)

Joint Degree Programs:

12. M.B.A./M.S. in Urban Planning (Pratt Institute)
  M.S. or M.B.A./Ph.D. in Economics (State University of New York at Stony Brook)
3. 3/2 B.S. Program in Engineering (Manhattan College)

No agreement of any kind with any other institution may be implemented until it has been reviewed by the President, presented to the Educational Policies Committee of the Board of Trustees, and to the full board or its Executive Committee by the Chancellor.
Accreditation and Memberships

Pace University is chartered by the Regents of the State of New York and is an accredited member of the Middle States Association of Colleges and Secondary Schools. In New York City, Dyson College has an American Chemical Society accredited program in Chemistry. The Associate Degree, Bachelor of Science Degree, Specialty Master's Degree and generic Master's Degree programs in Nursing are accredited by the National League for Nursing. The Law School is accredited by the American Bar Association and is a member of the Association of American Law Schools.

The University is a member of the American Association of Colleges of Nursing, the American Council on Education, the Association of American Colleges, the Association for Continuing Higher Education, the Mid-Atlantic Regional Nursing Association, the National University Continuing Education Association, the Association of Colleges and Universities of the State of New York, the American Association of University Women, the American Association of Colleges for Teachers Education, the American Assembly of Collegiate Schools of Business, Middle Atlantic Association of Colleges of Business Administration, the National League for Nursing, the College Entrance Examination Board, the Southern Division of the Association of Colleges of the Mid-Hudson Area, the Commission on Independent Colleges and Universities, the Institute of International Education, the National Association for Foreign Student Affairs, the Council for International Educational Exchange, the College Consortium for International Studies, and the Council of Graduate Schools in the United States.

Institutional Integrity

By academic tradition and by philosophical principle an institution of higher learning is committed to the pursuit of truth and to the communication of truth to others. To carry out this essential commitment calls for institutional integrity in the way the University manages its affairs, specifies its goals, selects and retains its faculty, admits students, establishes curricula, awards credentials, determines programs of research and establishes its fields of service.

The maintenance and exercise of such institutional integrity postulates and requires appropriate autonomy and freedom. Put positively this is the freedom to examine data, to question assumptions, to be guided by evidence, to teach what one knows, to be a learner and a scholar. Put negatively this is a freedom from harassment which hinders or prevents the University from carrying out its essential purposes.

Intellectual freedom does not rule out commitment; rather it makes commitment possible - and personal. Freedom does not require neutrality on the part of the individual, certainly not toward the task of inquiry and learning, nor toward the value system which may guide him or her as a person.

Objectives and Philosophy

Pace University bases its educational programs upon a philosophy which holds that each individual member of its community must be given every opportunity to realize his or her full potential. The University's primary objective with
respect to its students is to provide, through the educational process, a means whereby they can
develop as complete human beings who possess the competence to contribute both to their own
welfare and to society's through productive, meaningful activity.

Such an educational philosophy includes the premise that every individual is unique, and the
University's programs correspondingly reflect and support the diversity of its student body. The
programs are based on a common core of liberal arts subjects while providing opportunities for
specialization in the humanities, sciences, nursing, business, education, and the professions. Within
the structure of planned programs a considerable degree of freedom is allowed for the selection of
specific subjects in broader areas of study.

Honor Societies

Pace honors students who achieve academic excellence in various disciplines by election to the
following Greek letter societies:

- Alpha Chi - National Honor Society (all campuses)
- Beta Beta Beta - National Biological Society (all campuses)
- Delta Mu Delta - students in the M.B.A., M.S., and D.P.S. programs (all campuses)
- Kappa Mu Epsilon - Mathematics (New York and Pleasantville/Briarcliff) - Economics
- Omicron Delta Epsilon (New York)
- Phi Alpha Theta - History (Pleasantville/Briarcliff and White Plains)
- Phi Delta Kappa - graduate students in education
- Phi Eta Sigma - freshmen of high scholastic achievement (All campuses)
- Phi Delta Phi - French (New York)
- Sigma Iota Psi - Language Honor Society (New York)
- Chi Psychology (New York)
- Sigma Delta Chi - Journalism (White Plains)
- Sigma Tau Delta English (New York and Pleasantville/Briarcliff)
- Sigma Theta Tau - Nursing (Pleasantville/Briarcliff and New York)

New York City

Pace's city campus extends over a two-and-one-half acre site adjacent to the Brooklyn Bridge. The
campus includes classrooms, a residence for students, a science-mathematics center, a computer
center, a campus center for students, faculty and alumni, a gymnasium, comprehensive library
facilities, a Pace Little School, the Michael Schimmel Center for the Performing Arts, and
administrative offices. The New York campus also includes a building at 41 Park Row, known as the J.S. Schiff Faculty Center, which houses classrooms, the Haskins Laboratories, student services, faculty offices, and administrative offices.

Pace University's Midtown Center at 535 Fifth Avenue offers a diversified schedule of undergraduate and graduate courses as a convenience to students located in the mid-Manhattan area. The Center affords these students an opportunity to enroll in college courses as a means to career advancement or to begin study toward a degree.

The Midtown Center, overseen by the Director of the Division of Continuing Education and Evening Studies for the New York campus, includes 19 classrooms, seminar facilities, an academic computer laboratory and faculty and student lounges.

Pleasantville/Briarcliff

Situated on a campus of about 215 acres, Pace University, on Bedford Road in Pleasantville, New York, the Pleasantville/Briarcliff Campus has undergone remarkable growth since its establishment in 1962. In addition to the original Marks home which houses faculty offices and seminar rooms, the Campus includes such major academic buildings: Willcox Hall, containing classroom and computer facilities, administrative offices, and a gymnasium/theater; Dyson Hall, containing classroom and laboratory facilities; Lienhard Hall, housing extensive classroom and technical facilities for nursing education; and Miller Hall, containing classrooms and some administrative offices; Payton House, containing fine arts studios; and the Doris and Edward J. Mortora Library. The Campus Center includes a suite for lectures and meetings, dining facilities and student service offices.

Several former private estates on the campus are also in use. Administrative and faculty offices are located in Choate House and Coggeshall House. The Wright Cottage houses the Career Planning and Placement Office; and Costello House contains the Graphic Services Department, Cooperative Education Office and Special Programs Office. Administrative offices, e.g., Registrar, Admissions, Financial Aid and Counseling are located in the Administrative Center. A small farm and ecology center are located in the center of the Campus. Tennis courts, playing fields, and the gymnasium are available for faculty use. Horseback riding is available at the Environmental Center.

At Pleasantville/Briarcliff, Pace University accommodates about 1300 resident students, housed in eight dormitories at Pleasantville and Briarcliff.

Occupying 40 acres acquired in 1977, the Briarcliff facilities are a significant addition to the Pleasantville campus. Although three miles separate Pleasantville and Briarcliff, the University regards the two locations as one complex, the Pleasantville/Briarcliff Campus.

In addition to the residence facilities noted above, the Briarcliff location includes the Woodward Science Building, the Arts and Humanities Building.
and the Tead Library which house executive management programs and administrative offices. Dow Hall provides dormitory facilities for students. The playing fields, tennis courts and indoor pool at Briarcliff are available for faculty and students. A variety of administrative offices are located in the Pace University Village Center (a facility located in the Village of Briarcliff).

White Plains

The College of White Plains and the School of Law are situated on the White Plains campus. The campus includes several major academic buildings including Preston Hall, Aloysia Hall, which contains classrooms facilities and student services for the College, the Journalism Center, Education House with its Reading Center, the Alumni/Faculty House, the Biology Building, Hayes Library, and the Joseph and Bessie Gerber Glass Law Center which houses the University's Law School. A center for graduate study is located nearby at 55 Church Street with a new Graduate Center in White Plains under construction and planned for opening in 1987. Modern residence facilities and dining services are also provided. Members of the University may use the athletic field and the recreational facilities in the Kearney Sports Building.

University Libraries

The Pace University Library system consists of the following units:

<table>
<thead>
<tr>
<th>Location</th>
<th>Holdings (Est., July, 1985)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York City</td>
<td>335,000 vols.</td>
</tr>
<tr>
<td>Pleasantville/Briarcliff Hayes Library, College of White Plains</td>
<td>156,000 vols.</td>
</tr>
<tr>
<td>School of Law Library, White Plains</td>
<td>82,000 vols.</td>
</tr>
<tr>
<td></td>
<td>175,000 vols.*</td>
</tr>
</tbody>
</table>

*includes microforms

The total book holdings of the University libraries, as listed above, number approximately 743,500 volumes. In addition, the system subscribes to approximately 4,000 periodical titles for which a Union List of Periodicals indicates location. Master's theses and doctoral dissertations are cataloged by the library and are available for consultation. The University's libraries are members of the New York Metropolitan Reference and Research Library Agency (METRO).

Various computerized information retrieval services are available. Please contact your local campus library for details.

Borrowing privileges are extended on all campuses with presentation of University identification. All libraries are open seven days a week during the Fall and Spring terms.
Reserve lists should be submitted well in advance of the time when the material is needed. Faculty should be aware that recent copyright legislation forbids extensive photocopying for reserve purposes; to comply with the law, journal reprints must be purchased or permission sought for in-house copying. (For further information, see Appendix 10).

Recommendations for purchase of books and periodicals are welcomed from all segments of the University community. Faculty members in particular are urged to lend their expertise in the development of library holdings. Faculty can obtain the appropriate forms in the library.

A four-week loan with one opportunity for renewal is the usual faculty borrowing period. Faculty are asked to cooperate to prevent abuses of this policy.

Audio-Visual materials are not part of the library's collections. Please contact the A/V Department on your local campus.

Audio-Visual Services:


Special classrooms in which television programming can be played for student use are also available on all three campuses. Facilities for production of slides and films are available on the New York campus. Faculty members are encouraged to make full use of closed-circuit television, video tapes (custom made or standardized), film and slide production equipment, and an amplified telephone system.

In conjunction with the television and film facilities, the University also provides complete facilities for audio-visual needs. Standard equipment is available, including film projectors, slide projectors, overhead projectors, film strip viewers, phonographs, audio tape machines, and public address systems. Appropriate films and slides from outside sources for classroom showing and use may also be obtained. Faculty members may request specific films or slides for showing on designated days and periods. A complete library of film catalogs is available for faculty use.

Use of the equipment should be planned at least 24 hours in advance in conjunction with the Educational Technology Services on the New York campus and with the Audio-Visual Department on the Pleasantville and White Plains campuses.

Computer Services

The Pace University Academic Computing Center supports the advancement of academic computing for teaching and research within the University. Utilizing a state-of-the-art IBM 4382 Group II computer, the Academic Computing Center provides time sharing and remote job entry facilities for faculty and student.
use. Academic laboratory computing facilities are conveniently located on the New York; Pleasantville/Briarcliff, and White Plains campuses. In addition, research and instructional support is provided, within the limits of the Center's resources, to the academic computer user. This support takes many forms, such as:

Consulting assistance for faculty and students having programming problems;

Workshops on the use of personal computer and mainframe software packages;

Development of a library of standard and specialized programs for academic use;

Providing access to documentation and reference manuals which relate directly to research and instructional use of the computer;

Computer Users Manuals, available in the computer laboratories, detail the procedures to be followed as well as the facilities and resources available.

Computer workrooms for use exclusively by faculty are located on the Pleasantville and New York City campuses.

For further information, faculty should contact the Director of Academic Computing, or the Manager for User Services at the Pleasantville campus.

Haskins Laboratories

Haskins Laboratories of Pace University are an outgrowth of a 40-year-old institution founded for interdisciplinary research in biology. The Biology Group of Haskins Laboratories moved to Pace in 1969 and, since 1977, has been fully incorporated into the University. Students at Pace, with approval of members of the laboratory and the head of the Biology Department, may engage in professional-level research, primarily in protozoology, biochemistry, and nutrition. This research has applications in medicine, agriculture, and biochemistry. Haskins' facilities are located at 41 Park Row on the New York Campus.

The Center for Applied Research

The Center for Applied Research is responsible for organized research within the Lubin Graduate School of Business. It provides organizational, editorial and financial assistance to faculty members and students engaged in approved research and development projects.

The Center acts as liaison with corporations and government bureaus for special research projects, providing an interface between academic theory and the practical needs of business and government. While much of the Center's research is a direct result of the intellectual responsiveness of the graduate faculty, the Center also engages in contract research for both the public and private sectors.

Informative publications, instrumental in forging a link between the academic
and business communities, are published by the Center in an ongoing series of monographs, working papers, business case studies and graduate student papers of distinction. The Case Development Laboratory, which assists faculty-student teams in researching, developing, analyzing and writing business cases for academic use, is also a part of the Center for Applied Research.

The Center directs the activities of the Institute for German-American Business Research and Development which was established at the Lubin Graduate School of Business in January, 1981 through the generosity of a founding grant from Lufthansa German Airlines. The mission of the Institute is to develop, support and stimulate scholarly and empirical research contributing to the improved performance of business and economic transactions between West Germany and the United States.

With the support of a grant from the Texaco Philanthropic Foundation, the Center maintains a complete computer facility for faculty research. It is currently building a data bank library for studies on productivity and the micro- and macro-effects of energy price changes.

The Institute of International Banking

The Institute of International Banking was established in response to the need for specialized education and research into the problems associated with international banking. In recent years, in conjunction with the growth of international business and the internationalization of financial markets, large U.S. commercial banks have greatly expanded their activities abroad. There has also been a significant influx of foreign banks into the New York City area. These institutions face complex issues and their resolution has an important impact on the world economy.

The function of the Institute of International Banking is to identify problems, clarify issues, and suggest solutions. To accomplish this objective successfully, the Institute offers seminars on topical subjects both here and abroad, encourages research on relevant subject matter and publishes scholarly papers. The Institute of International Banking also invites distinguished international bankers and government officials to lecture at the Lubin Graduate School of Business.

The Center for International Business Studies

The Center for International Business Studies was established with a grant from the U.S. State Department's Agency for International Development (AID). The objective of the Center is to conduct research that will assist the international business, financial and commercial communities; determine the problems involved in international business operations; and give guidance and preparation to American and foreign students who wish to pursue a career in international business both here and abroad.

New horizons and new requirements in international business require better understanding of the cultural, social and business relationships with other
countries. The Center works closely with the American international business community, the United Nations, foreign multinational corporations and trade promotion centers in the United States.

In response to the need for new approaches, concepts and opportunities in international business the Center organizes conferences and seminars to examine closely some of the critical issues facing business enterprises that engage in international operations.

The Center also offers a special program designed to familiarize foreign students and executives with the business environment of the United States. This program serves to introduce foreigners to the U.S. business system and covers such topics as: Structure of Industrial Organizations, Government-Business Relations, U.S. Marketing Structure, Labor-Management Relations, Structure of U.S. Financial Institutions, and the U.S. Business Culture.

The Thinking and Learning Center

The purpose of The Thinking and Learning Center of the Dyson College of Arts and Sciences, is to develop faculty and student sensitivity to the importance of critical and analytic thinking skills across the curriculum.

Activities that can be requested include: seminars, courses and workshops for students and faculty, development of curricular materials for video reproduction, supervision of graduate level research, and co-sponsored programs with outside groups interested in human potentiality, conflict resolution and peace.

Faculty interested in developing their own skills in teaching elements of thinking should consult the Director of the Center for Thinking and Learning.

Special Academic Programs:

A variety of specialized academic programs are offered which provide different kinds of learning opportunities for students whose interests and abilities are best served by a departure from the established academic routes.

The number of such programs is growing in response to the multiple needs and expectations of individuals seeking higher education in today's society. A review of the programs currently offered at Pace provides an important perspective on the ways in which the University is prepared to meet the educational needs of its students. Brief descriptions of selected programs follow. Further information about these and other programs may be found in the appropriate catalogs.

American Rumanics. American Rumanics is a national program that seeks to prepare people for entry-level positions with youth organizations. A cooperative agreement with Pace University provides executive directors at the New York campus. Rumanics staff direct a co-curricular program; recruit and counsel students; administer loan funds available to Rumanics students; and facilitate summer, part-time and entry-level employment opportunities. The University engages faculty and provides a sequence of courses in Youth Agency Administration including practice and internships.
**Challenge to Achievement at Pace.** CAP is a freshman-year instructional program designed for selected new students who do not meet the admissions requirements for matriculation at the New York Campus. CAP students are carefully screened for evidence of potential for success as undergraduates and given extra support through an Academic Skills Center and academic counseling to increase their chances for success.

**Center for Religious Study.** Located at and sponsored by The College of White Plains, the Center offers students and members of the surrounding community opportunities for theological and biblical study, assessment and development of moral and ethical standards, clarifying and communicating values and practical assistance in the development of religious leadership. The Center is open to people of all faiths.

**Center for Applied Ethics.** The purpose of the Center for Applied Ethics is to address questions of values and ethics: 1) in their own terms as objects of scholarship, 2) as they affect the education of Pace students both within Dyson College and in the professional schools of the University and 3) as they impact the broader community which the University serves.

Activities of the Center include an "Ethics Roundtable" of invited community leaders and a program for providing sabbatical leaves for faculty who wish to relate their own discipline to ethical study.

**Cooperative Education Program.** The Cooperative Education Program (Co-op Program) offers students who major in business, liberal arts or the sciences, pre-professional work in fields related to their majors. The program helps students develop professional skills and includes participation in a program of career planning offered in conjunction with their work experience.

**Fellows of Dyson College.** The Fellows of Dyson College is a group of faculty and students whose purpose is to foster undergraduate scholarship in the arts and sciences. The Society offers a rich program of academic activities to students, normally juniors and seniors, who have attained high scholastic advancement and particular skills and academic experiences as set forth by the society.

**Honors Program.** The University Honors Program fosters the intellectual development of outstanding students by enabling them to exercise greater responsibility and initiative in their studies. Entering Freshmen and transfer students with strong averages, high test scores and favorable letters of recommendation are eligible for the program. Second semester Freshmen, Sophomores and Juniors with a cumulative average of 3.3 or better are also eligible for the program. Honors courses are coordinated by the Campus Honors Director and Committee. The Open Curriculum privilege enables honors students to choose courses in arts and sciences with more freedom. Transcript recognition of honors courses and awards is provided.

**High School Bridge Program.** Pace University provides the opportunity for high school seniors of high ability and motivation to take courses for college credit. Full-time programs of courses may be organized for cooperating high
schools. Except for senior subjects, students must be fully qualified for admission and be recommended by the high school principal. Students enjoy dual matriculation in the high school and in the Dyson College. Courses carry college credit and may also be used to satisfy requirements for high school education.

The Edwin G. Michaelian Institute for Sub/Urban Governance. The Institute for Sub/Urban Governance was conceived as a University sponsored agency to advance knowledge and skill in the art and science of government by public administrators and employees, by private citizens who are members of the business and professional community, the media and civic groups.

The Institute's staff and Director conduct seminars in government, practical politics and social sciences for undergraduates as well as a summer program for teachers of political science for which graduate degree credits are authorized. The Institute also sponsors conferences and workshops on subjects of contemporary interest to citizens, elected officials, administrators, and students desiring to explore or evaluate a career in public service. Field trips to centers of government activities and significant historical landmarks are included when appropriate.

InterFuture Scholars Program. All faculty members are invited each year to suggest their most promising freshmen and sophomores for consideration as Pace InterFuture Scholars. Students nominated and selected for this program are permitted to earn one or two semesters' academic credit overseas conducting their own research project on topics of their choice. When a Pace student is chosen to be an InterFuture Scholar, a Pace faculty member is designated as the student's mentor, helping him or her to design a research project and review appropriate literature. When the student returns the mentor may help the student plan and lead a course, symposium, or workshop on the issue which the student has been investigating.

InterFuture is a non-profit educational organization which facilitates overseas research by undergraduates in cooperation with colleges and universities across the United States and in several countries in Europe and the Third World.

Leadership Development Program. The Leadership Development Program is a two year, co-curricular program for upper division undergraduates who demonstrate leadership potential and interest. Each year twenty participants are selected from among current Pace sophomores. Students from any of the University's schools and campuses may apply. While not an Honors Program, the LDP provides stimulation, encouragement and opportunities for personal growth. Activities are designed to build self-confidence and develop leadership skills and attitudes applicable to various spheres of activity including community, business, and education.

Municipal Law Resource Center. The Municipal Law Resource Center is a joint program of Pace University's Institute for Sub/Urban Governance and the School of Law. The Center provides continuing services to municipal attorneys and officials. Some of the services offered include a monthly newsletter and
periodic seminars on such topics as current trends in municipal law and legal research. The Center is supervised by the project director and staffed by paralegal and law student interns who, under the director's guidance, conduct preliminary research on questions of municipal law.

The Associate Studies Trimester Evening Program (A-STEP). The Associate Studies Trimester Evening Program (A-STEP) provides an opportunity for working women and men to earn a 60-credit Associate in Arts degree in three years of evening course work. The program features the following:

1. A carefully planned curriculum with courses selected from both the liberal arts and business;
2. The development of competencies which should be useful for job advancement;
3. A program of evening study with courses offered during three trimesters each year; and
4. Courses which are directly applicable to other degree programs at Pace and elsewhere.

Pace Opportunity Program. The Pace Opportunity Program (POP) was initiated in September, 1975. It is designed for first-time college students who are New York State residents and who have attained a high school diploma. Students enrolled in this program must meet current admissions requirements for matriculation in the day session of a Pace University degree program. In addition, they must demonstrate the need for financial support and the potential to benefit from the other supportive services of the program. These services are offered to ensure a positive college adjustment and to provide educational opportunity where it otherwise might not have been possible. Supportive services include financial assistance, individual and group counseling, individual and group tutorial assistance, and academic and career advisement. Students in the program are required to apply for TAP and BEOG assistance. Subsequent POP Scholarship Grants are awarded on the basis of a student's financial need in order to meet college related expenses (e.g., tuition fees and books).

Corporate Programs. The University has designed specific management development and educational programs to give employees the precise skills required for future organizational growth.

Credit courses leading to graduate and undergraduate degrees and certificates are offered at corporate facilities. Specifically designed management development programs are provided to middle and senior levels of corporate management. These programs are innovative and flexible and are adapted to the particular needs of the organization. Corporate clients have included such companies as American Express, AT & T, Exxon, General Foods, GTE, IBM, Pfizer, Philip-Morris, and Technicon.
The IBM International Finance Planning and Administration Program provides IBM employees of the Finance and Planning staffs the opportunity to accomplish IBM job-related, professional education through Pace University. The Program brings together the thought and research of the University and the operational issues and decisions of IBM's business. In many cases, credit earned through course work can be applied to degree programs offered by Pace University.

Community Programs and Activities.

Pace is actively involved in the urban and suburban communities of which it is a part. Special educational programs designed for community participation are offered on all three campuses. Descriptions of selected programs follow.

Pace Little School. The Pace Little Schools in New York, Pleasantville/Briarcliff, and White Plains are pre-kindergarten programs administered by the School of Education for children three to five years of age and used as laboratory facilities for student teachers, student nurses and psychology students. Registration is open to children of Pace students, of the faculty, and of parents in five local communities (see also Tuition Remission Program, [po 11.30]).

Parent Center (PNY) - Pace University Parent Service Center serves parents and infants, parents and toddlers, care-givers, families and others with a focus on parental guidance and opportunities to practice parenting skills.

Environmental Center/Farm. The Environmental Center/Farm is situated in the center of the Pleasantville Campus. The 180-year-old Farmhouse with its barns, pastures, animals and woodlands provides an ideal setting for nature, crafts and animal science programs for students, staff, faculty and their families.

Credit programs include Equine Studies, Environmental Education classes, and practice for pre-veterinary biology students. Opportunities for the entire family are provided through a variety of programs. Seasonal highlights include an annual Spring crafts fair, horse shows, Harvest Day, maple sugaring demonstrations and cider pressing demonstrations.

Center for Nursing Research and Clinical Practice. The Center serves as a focal point for planning, collaboration and communication of nursing research and clinical practice. Established in 1982, the CNRCP recognizes and acknowledges the interrelationship between teaching, research, and nursing practice by providing organizational, editorial and financial assistance to faculty and students engaged in approved research and development projects.
Education Center for Nursing Review. The Education Center for Nursing Review offers a series of nursing review classes at the New York City campus in the subject areas tested on the State Board licensure examinations. These classes are open for enrollment to all nurses whether educated in this country or abroad. Additionally, non-credit Continuing Education courses are offered for nurses who seek to update their nursing knowledge. Certification for continuing education credits is available.

Continuing Education in Health Care. The Center is committed to providing a comprehensive quality continuing education program for nurses and other health care personnel at the local, national and international level. It addresses the needs of persons practicing in the fields of clinical service, research, education and administration.

Programs are offered at the Pleasantville, New York City and Midtown Campuses, and provide opportunities for health care personnel in the community to expand and retain their competence.

Pace Active Retirement Center (PARC). Membership in the Pace Active Retirement Center is open on all campuses to men and women 55 years of age and over who are interested in continuing intellectual and personal growth. The PARC emphasis is upon seminars and workshops, non-credit college level instruction, formal and degree-granting programs, cultural and social activities and peer-guided instruction.

C. SUPPORT SERVICES AND GENERAL INFORMATION

1. Teaching Related Information and Procedures:

Academic Advisement Services

The offices of the Academic Deans and a variety of staff offices provide services that augment the academic advisement provided by the faculty. The faculty provide academic advisement on matters such as major areas of course concentration, course requirements, prerequisites, and sequencing of courses. Students enrolled in special academic programs can also consult with the program directors. The Division of Continuing Education and Evening Studies gives assistance to all non-matriculated students as well as evening students by functioning as liaison with appropriate academic departments. The counseling centers at all three campuses offer academic advising along with other testing and counseling services.

Academic Regulations

Full information concerning the grading system, the academic calendar and policies on such matters as attendance, examinations, academic integrity and grade appeal processes, may be found in the bulletins of the appropriate
Schools of the University. Selected information on academic regulations follows in this section.

**Class Rosters.** On the Civic Center campus, initial class rosters should be picked up from the Registrar's office on the first day of class. Permanent rosters routinely follow. On the Westchester campuses a copy of the initial class roster is placed in the faculty member's mailbox. Permanent rosters routinely follow.

The class roster lists the names of students registered in each class. The roster should be checked carefully for registration errors for the first few class meetings. If a student's name does not appear on the roster the student has either withdrawn, is not enrolled in the section on the Registrar's records or has registered after the roster was prepared. In order to correct any errors, or if there is a student who is attending the class but whose name does not appear on the class roster, the student's name should be indicated on the form provided with the class roster by the Registrar's office.

At the end of the semester, the permanent roster should be returned to the Registrar's Office with students' final grades. (See "Submission of Final Grades" below.)

**Classroom Assignments.** On the Civic Center campus, room assignments are posted outside the Registrar's office and in the lobby areas of 41 Park Row and the Pace Plaza Building. On the Westchester campuses room assignments are posted in the corridors on all floors of the classroom buildings.

**Classroom Changes.** If a classroom change must be made for a special event (films, large lectures, etc.), proper authorization should be obtained from the department chairperson and the director of academic scheduling on the campus. In the evening, the Office of Evening Administration can be helpful in the case of an immediate classroom difficulty. To help inform students not aware of a last minute change the pertinent information should be written on the chalkboard.

Permanent change of classroom must be made through the director of academic scheduling on the appropriate campus. The chairperson must also be kept informed as well as the Division of Continuing Education and Evening Studies for evening/weekend classes.

**Guest Speakers.** The department chairperson should be notified when scheduling a guest speaker for a class. The faculty member must be present with the guest speaker.

**Final Examinations.** A time period is scheduled for final examinations each semester. The final examination is to be given at the time scheduled by the University. The schedule of final examinations for day classes will be distributed in November and April. For evening classes, the final is usually given during finals week at the same time that the classes normally meet. University policy requires that a final examination be given in all classes.
except where permission to substitute another form of assessment is granted. Faculty are expected to proctor their own examinations.

**Student Absence from Examination.** Students who are unable to take an examination at the appropriate time must apply for a deferred examination with the chairperson of the department in which the course was taken. Permission to take the examination late is at the discretion of the instructor and/or the chairperson. A fee is charged for each deferred examination. Since the application procedure varies somewhat in the Lubin Graduate School of Business, the faculty member should consult the Office of Student Affairs and Advisement for information.

**Photocopying of Copyrighted Materials.** Refer to Appendix 10 for policy statement and guidelines for photocopying of copyrighted materials for classroom and research use.

**Grades and Grading System**

**Grading Systems.** The grading system varies among the undergraduate programs, the graduate programs, and the School of Law. Faculty are advised to consult the appropriate catalogs for details.

**Incomplete Work (Grade of I).** Inability to complete required course work or to take an examination may, at the discretion of the instructor, result in a grade of I. A maximum of six weeks will be provided to allow the student to complete the required course work or examination. If the course requirements are not met within the six week period the grade of I will automatically become an F grade.

If, in the judgment of the instructor, the incomplete course work is so extensive that it cannot be completed within the allotted time the grade F may be assigned immediately.

**Submission of Final Grades.** All final grades must be submitted to the Registrar's Office within seventy-two (72) hours after the final examination except those for graduating seniors which are due within twenty-four (24) hours. All rosters and grade cards are to be submitted directly to the Registrar's Office. The grades for graduating seniors must be entered on the sheet marked "Rush Grades." These grades are processed separately from others in the class and must be turned in on time.

Final grades will be posted outside the Registrar's Office on the first floor of the Civic Center Building, in Miller and Marks Halls in Pleasantville, and in Aloysia Hall and 55 Church Street in White Plains 24 hours after the Registrar's Office receives the rosters from the faculty member.

**Grade Changes.** Change of grade forms are supplied by the Registrar's Office. These forms should be sent directly to the Registrar and should not be given to students. No grade change may be made beyond six months after the conclusion of the course. Grades changes not made within six weeks after the closing of the semester must have the chairperson's and Dean's approvals.
Grade Appeal Procedures. As a general principle, the instructor has sole authority to establish standards of performance and to exercise judgments on the quality of student performance but in a manner which reflects reasonable and generally acceptable academic requirements. Grades assigned in this fashion are final except as the instructor may wish to review them. No faculty member, administrator or other individual may substitute his or her judgment of the student's performance for the reasonable judgment of the instructor.

Students who believe that a final grade received in a course was not determined in a manner consistent with the principle described above may appeal that grade by first arranging, within a reasonable period of time (approximately ten days), to meet informally with the instructor to establish a clear understanding of the method by which the grade was determined. Every effort should be made to resolve the matter at the level of the instructor and the student. Students who have difficulty arranging a meeting with the instructor should consult the department chairperson.

If, after meeting with the instructor, the student wishes to continue the grade appeal the student may appeal in writing (with a copy to the instructor) within a reasonable period of time to the chairperson of the department which offers the course in question. The statement should clearly state the basis for questioning the grade received in the course. It should be noted that if the chairperson is the instructor the appeal is to the Dean of the school.

The chairperson's decision to have a grade reviewed or not is final. If the chairperson decides that the method by which the student's grade was determined was not proper, the chairperson will apprise the instructor of the basis for questioning the grade and request that the instructor review the grade. If the instructor for any reason does not review the grade the chairperson will request that at least one other faculty member qualified to teach the course in question review the grade. In the process of such a review the faculty member(s) is(are) authorized to assign a grade change and may, if necessary, require additional examination of the student's performance as a basis for the grade change.

Students may at any point in this appeal process solicit the advice and assistance of an individual faculty or staff member. This individual's authority in these matters is limited to mediating the relationship between the student and the instructor and/or chairperson.

Academic Integrity

All students have an obligation to be honest and to respect ethical standards in meeting academic assignments and requirements. Academic integrity is maintained when students demonstrate intellectual and academic achievement independent of all assistance except that authorized by the instructor. Students who fail to meet this responsibility subject themselves to sanctions ranging from a reduction in grade or failure in the assignment or course in
which the offense occurred to suspension or dismissal from the University. Students penalized for a breach of academic integrity who wish to appeal such action may petition the chairperson of the department responsible for the course in question to request a hearing on the matter. Faculty are encouraged to take time to explain to their students the difference between an acceptable use of source material and plagiarism.

Academic Tours and Travel

Occasionally it may be necessary or desirable to augment a course of study with a tour or travel program. These tours or travel programs may complement a course or a course may be built around them. They must have clearly defined academic objectives and include lectures, readings, papers and examinations or other equivalent forms of evaluation.

It is necessary to secure three kinds of review and/or approval for such programs: academic, financial and legal. In addition, promotional literature in support of such a program must also be reviewed and approved by the Office of University Communications.

Approval, therefore, must be indicated by the chairperson, Dean, Academic Deans Council, Financial Vice President, and University Counsel. A form to expedite the approval process entitled "Application for Academic Tours" is available through the School Deans.

2. Student Services:

Dean for Students. The Office of the Dean for Students and the subordinated divisions under its supervision provide services to students which may not directly relate to the classroom experience but nevertheless vitally affect the student's educational and personal development. Some of those areas include: Student Affairs, Residential Life and Housing, Health Services and International Student Advisement. The Office also oversees implementation of University rules and regulations that have been established for the well-being and conduct of all students.

Student Affairs Offices. The Student Affairs Offices provide an opportunity for the social, personal and physical development of the student through various social, cultural and recreational activities. A well-balanced program of activities is offered to provide for the wide range of student interests on campus.

Housing. Residence Halls are located on all campuses of the University. Live in housing officers are available to assist residents with any problems. Carefully selected juniors and seniors in each dorm serve as resident assistants and are responsible for the smooth operation of the floors in their residence.
There is also a Dormitory Council comprised of elected representatives whose main purpose is to serve as an intermediary body between students, the Director of Residential Life and Housing and the Dean for Students. Information on residence halls and housing applications are available in the Admissions and Housing Offices.

Health Services. The Health Services Office provides emergency first aid for ill or injured students, faculty or staff. In addition, a nurse is available for consultation and counseling on health-related concerns and is ready to make referrals if the need arises. The Health Services Office in each campus location has regular office hours during the Fall and Spring sessions; the office on each campus should be consulted for a specific schedule.

International Student Affairs. The International Student Advisor acts as a coordinator of foreign student services. The advisor aids and counsels in all matters pertaining to the United States Immigration Services, Exchange Control restrictions and interactions with the student's home country Consulate General. The advisor endeavors to be a ready and sympathetic listener and to be a resource person to whom any foreign student may go with a question and receive assistance or be referred to an appropriate source of information.

Financial Aid. A broad program of direct aid is available to able and deserving students at Pace. In addition to federal and state programs Pace offers specific trustee scholarships and trustee tuition grants which are awarded on the basis of academic ability and need. Details on all types of financial assistance are available in the Financial Aid Offices.

Office of Counseling Services. The Counseling Centers provide professional services in the areas of academic, vocational and personal counseling for faculty and staff and for students in all divisions of the University. In addition, counselors act as coordinators for services to handicapped students and work cooperatively with outside related agencies.

Office of Career Planning and Placement. The Office of Career Planning and Placement on each campus assists undergraduate and graduate students and alumni in developing their careers through individual counseling and programs devoted to self-assessment, career choices, resume preparation, interview techniques and job search strategies. The Office offers such services as career counseling, mock interview clinics, workshops, on-campus recruiting, corporate visitations, resume referrals, career panels, job postings, contact lists and a career resource center.

3. Faculty Chairs and Special Professorships

Dean Emeritus. The rank of Dean Emeritus shall be assigned to individuals who, at the time of retiring from the institution hold the administrative rank of Dean. Holders of this title shall be listed in the official publications where appropriate, will be invited to attend all social and ceremonial functions of the University, and shall receive its official publications.
Professor Emeritus. Such rank shall be assigned to all members of the Pace faculty who no longer teach and who at the time of attaining retirement age hold the rank of professor, associate professor, adjunct professor or adjunct associate professor. Holders of this rank shall be listed during their lifetime in all publications in which faculty are listed. They shall be invited to all social and ceremonial functions and shall receive official University publications.

C. Richard Pace Professorship. This professorship was created by the Board of Trustees at the annual meeting in November, 1972, in memory of C. Richard Pace, a former secretary of the College and a son of Homer Pace, co-founder of the institution.

The Harold Blancke Chair of Chemistry in the Dyson College of Arts and Sciences. The first Pace chair was established by Dr. Harold Blancke, distinguished alumnus, class of 1925, and former Chairman of the Celanese Corporation, for support of teaching and research in the field of chemistry.

The Haskins Research Professorship in Biology. This chair, made possible through the mutual assistance of Pace University, private grants, and Caryl P. Haskins, former President of the Carnegie Institute of Washington, D.C., was established in 1970. It provides a bridge between the Haskins biology groups of the laboratories and the University.

The Henry George Chair in Economics in the Lubin Graduate School of Business. This chair, established in 1982, was made possible by a grant from the Robert Schalkenbach Foundation which publishes the works of economist Henry George (1839-1897).

The Edward J. Mortola Chair in the Dyson College of Arts and Sciences. This chair was established in 1979 through the generosity of Charles Dyson, former Chairman of the Board of Trustees, to foster the examination of ethical questions, and the development of values and similar philosophical issues that affect contemporary society.

The Dr. Robert M. Schaeberle Chair in Accounting. This chair was established in 1983 through the generosity of the Nabisco Brands Foundation and is held by a member of the University's accounting faculty.

The Citicorp Chair in Finance. This chair, established in possible by a generous grant from Citicorp.

4. Other University Resources and Information:

Faculty Records and Compensation Office

The Faculty Records Office located on the Civic Center Campus maintains permanent files on all faculty under contract with the University. Any changes in the faculty member's personal and professional data (address changes,
publications, etc.) should be communicated to that office as well as to the department chairperson. Questions pertaining to benefits should be directed to the Personnel Office on the appropriate campus. Any payroll problems should be directed to the Faculty Compensation Office, adjacent to the Faculty Records Office.

Office of Research and Planning

The Office of Research and Planning has primary responsibility for University data analysis and recommendations. It oversees all Offices of Institutional Research (central units for gathering and analyzing statistical data for the purpose of aiding in institutional policy-making and planning), special projects, and market development.

Development Office

The Development Office assists faculty in securing funding for research purposes, curriculum development, program support and training.

The Development Office staff can recommend funding sources and work with individual faculty to develop grant proposals. For government grants the staff can direct proposals through appropriate University channels and secure the required approvals. A "Grants Newsletter" appears each month to provide faculty with current information on sources of outside funding.

The Development Office also possesses a library which contains timely material pertaining to both private and corporate foundations and to government agencies.

Faculty members who wish to learn more about the Development Office's services are encouraged to speak with the University's Director of Development on the New York City Campus.

University Office of Communications

This University office serves as a means by which faculty members may publicize their scholarly writings and speeches as well as their personal accomplishments internally through Pace publications and externally through radio, newspapers and other media. This office also publicizes the availability of selected faculty for speaking engagements and for leading seminars.

University Publications

Pace magazine is published quarterly for alumni, faculty, staff, trustees and friends of the University. It contains news and feature articles that describe Pace, its programs and people. NewsPace is a weekly newsletter for faculty and staff that provides University and campus news, events information, and faculty and staff professional accomplishments. Circulation of Pace magazine is 51,000; circulation of NewsPace is 3,300. Additional internal publications include Message from the Chancellor and Message from the President, both of
which circulate to faculty and staff and provide policy or other messages from the University's chief executives on a periodic basis. A monthly University Calendar also circulates to faculty and staff and is supplemented by weekly campus calendars.

Undergraduate student publications include Pace Press on the New York City campus new morning on the Pleasantville/Briarcliff campus, Prestonian on the White Plains campus, The Exchange for graduate students, and Hearsay and the Pace Law Review at the School of Law.

**Twenty Year Club**

Members of the faculty who have been with the University for 20 years automatically become members of the Twenty Year Club. New members of the club are honored at the Chancellor's annual reception.

**Textbook Selection and Ordering Procedures**

Course textbook selection is determined by the departmental faculty offering the particular course. In some instances the faculty may decide that the selection of a text and related materials may be department-wide (that is, all faculty teaching the same course are required to use particular textbooks and materials identified by the department). In other instances the department may decide to leave the matter of textbook selection to the discretion of each faculty member teaching the course. The chairperson of the department is authorized to review textbook selections to ensure that they are current and recognized as generally acceptable within the particular discipline.

Faculty members are requested to place orders for textbooks through their chairperson to the University bookstores. Accurate book lists should be prepared and submitted to departmental chairpersons no later than eight weeks before the end of the previous semester, i.e., mid-March for the Fall term and early November for the Spring term. The deadline for the May term is February 15th, and for the Summer sessions is March 15th. All efforts must be made to comply with these deadlines to avoid serious delays in receiving books.

**Paychecks**

Full-time faculty (other than those engaged by the School of Law) are issued checks on a 12-month basis, twice a month beginning on September 15 for a given year. For adjunct faculty the first paycheck for the Fall semester is issued September 30 and the last on December 31. In the Spring the first paycheck is issued January 31 and the last on April 30.

School of Law faculty are issued checks on a 12-month basis, twice a month, beginning on August 15 for a given year.

All faculty have a choice of three options for obtaining their paychecks; mailing to home address, personal retrieval at one of six University locations and pick-up by an authorized representative for retrieval in the office of the Department Chairperson. Faculty express their choice by completing a PAYROLL
CHECK DISTRIBUTION form available at all Personnel Offices. An employee may select a
different distribution method at any time, fifteen days lead time is generally required to record and
implement a change.

In New York (including the Midtown Center) all faculty members can either obtain their paychecks at
the Civic Center campus or have them forwarded to their home address. Checks are automatically
mailed on the fifteenth and last weekday of each month unless requested in person at the Bursar's
Office before 4:30 p.m. on the day of payment. In Pleasantville/Briarcliff full-time faculty can either
obtain their checks on pay-day at the Business Office in the Administrative Center or request payment
by mail to their home address. In White Plains full-time faculty can obtain their checks on pay-day at
the Personnel Office in Aloysia Hall. In Pleasantville/Briarcliff and White Plains adjunct faculty
checks are mailed to home addresses on the fifteenth and thirtieth day of each month.

The Faculty Records Office in New York should be notified if a faculty member has a change of
address. If the change is a temporary one, e.g., for a vacation and the faculty member wishes to
receive the checks at the temporary address the Payroll Office should be informed of the duration of
the change.

Salary Advances and Loans

It may, under certain circumstances, be possible for the University to arrange for advances, loans, as
well as to have salary checks mailed to vacation addresses, or to a designated bank. These
arrangements should be made with the Comptroller in advance and preferably in writing. The
University, through the Office of the Financial Vice President, will provide assistance in expediting
a loan from one of several banks with which the University has a close working relationship. Such
special requests must be approved by a University officer.

Mail Distribution

Each campus maintains a mailroom facility to receive, sort and deliver incoming mail and to process
outgoing mail.

Faculty mail is delivered daily to designated areas.

To facilitate processing of inter-office mail, name, department and location must be clearly filled
out. Listings in the University Telephone Directory should be helpful in addressing mail.

Inter-campus mail is transferred daily for next day delivery.

Faculty Dining Services

In New York, food service is available in the faculty dining room at the Civic Center Campus from
11:30 a.m. until 7:30 p.m., Monday through Friday during the Fall and Spring semesters on days
when classes are in session. The cafeteria
serves meals from 7:30 a.m. to 2:00 p.m. and from 4:00 p.m. to 7:30 p.m. Monday through Thursday, and from 7:30 a.m. to 7 p.m. Friday. The Snack Bar is open from 11:00 a.m. to 4:00 p.m. Monday through Thursday.

At Midtown, snacks and beverages are available from vending machines; meals may be found at the restaurants and coffee shops which are near the Center.

In Pleasantville, the faculty dining room in Choate serves lunch from 11 :30 a.m. to 2:30 p.m., Monday through Friday, during Fall and Spring semesters when classes are in session. The cafeteria is open 7 a.m. to 2 p.m. and 5 p.m. to 6:30 p.m. Monday through Thursday, 7 a.m. to 2 p.m. and 5 p.m. to 6 p.m. Friday. The deli is open from 11 a.m. to 5 p.m. Monday through Friday. At Briarcliff, the Dining Hall is open from 7 a.m. to 10 a.m., 11 a.m. to 1:30 p.m., and 4:30 p.m. to 6:30 p.m. Monday through Friday during Fall and Spring semesters when classes are in session.

In White Plains, faculty are invited to eat in the faculty dining room from 11:30 a.m. to 1:30 p.m. Monday through Friday during Fall and Spring semesters when classes are in session. The Rathskeller is open from 7: 30 p.m. to midnight seven days a week.

Faculty Lounges

Lounges are provided for faculty use in the following locations:

New York: A level, 41 Park Row  
3rd floor, Civic Center Building 4th floor, 
Midtown Center  
5th floor, Civic Center Building

Pleasantville: 3rd floor, Lienhard Hall 1st floor, Choate House 3rd floor, 
Marks Hall

White Plains: 2nd floor, Aloysia Hall basement, 
Aloysia Hall 2nd floor, Glass Building

Faculty Offices and Keys

On the New York campus, buildings housing faculty offices are open Monday through Friday, 8:00 a.m. to 10:00 p.m., and on Saturday until 6:00 p.m. The Midtown Center is open from 7:00 a.m. to 9:30 p.m., Monday through Friday, when classes are in session. Faculty share unassigned open office space at that location. In Westchester, buildings housing offices are open Monday through
Friday, 8:00 a.m. to 8:00 p.m. and on Saturday until 4:00 p.m. For admission during non-office hours, it is necessary to inquire at the Security Office, located in Willcox Hall in Pleasantville, in Hillside Hall in Briarcliff, Dannat Hall in White Plains, and in the East Campus Building, Level B in New York.

Faculty should obtain keys to their offices from the Security Office on their campus. Proper authorization from the department chairperson or Dean is required. The Security Office has duplicate keys for all offices. Faculty who use their offices during non-business hours assume responsibility for security of their office while they are present.

By signing for office keys, faculty members assume responsibility for proper use. Keys are not to be lent to other persons nor are duplicate keys to be made. The Security Office can be called to open a faculty office if a faculty member forgets the key. The faculty member will be required to show identification to the Security Officer.

**Telephone Service**

Pace maintains a complex network system to carry voice and data transmission to all locations.

The University Telephone System offers the following features:
1. ability to transfer calls to another station without operator assistance; 2. ability to have incoming calls forwarded to a designated station when your phone is unattended; 3. automatic call-back when a requested call cannot be completed; and 4. call pick-up.

If you have any telephone problems call your campus switchboard operator.

**Identification Cards**

All faculty are required to have identification cards and to show them when requested by security personnel. The Audio-Visual Office should be consulted for information concerning the hours when pictures are taken.

**Transportation Among Campuses**

Daily transportation for faculty among the New York, Briarcliff, Pleasantville and White Plains campuses is available. A schedule can be obtained from the Department of Transportation in Pleasantville. Information regarding priority seating is available by contacting the Transportation Office.

**Parking Regulations**

Parking permits for the three Westchester locations should be obtained from the Security Office at each respective campus. Parking rules and regulations are established by the University. A copy of the regulations is provided when a permit is issued. The rules are also posted throughout the campuses.
Travel Expense Advances

Faculty traveling on University business to professional meetings, conventions, etc. may request an advance against anticipated expenses. Such requests should be made well before the trip and must be approved by the Dean of the School and the Provost prior to submission to the Comptroller for payment. This arrangement may be made for Kenan Fund awards as well (see p. 11.14).

Contracts with Third Parties

Faculty, including chairpersons, are not authorized to execute contracts on behalf of the University. All contracts with outside parties must be approved by the Financial Vice President and University Legal Counsel, and executed by an authorized officer.

Emergency Procedures

On the New York Campus call (212) 488-1200. Notices on emergency procedures are posted at all elevators and telephones. Accidents and emergencies should be reported to the nurse's office, extension 1600, and the Dean for Students, extension 1306, or to the Evening Administrator, extension 1943. When these offices are not open, the Security Office, extension 1572, should be notified.

On the Pleasantville/Briarcliff campus call (914) 993-3300. Emergencies should be reported to the Vice President's Office, extension 3781, or to the Office of Evening Administration, extension 3313, or the Security Office 3754 (Pleasantville), or 2830 (Briarcliff) should be contacted.

On the White Plains campus call (914) 681-4000. Emergencies should be reported to the Office of the Vice President, extension 7025, or the Dean for Students, extension 7106 or the Evening Administration Office, extension 7023. Should these offices be closed, the Security Office. in Preston Hall should be contacted, extension 7111.

Notification regarding possible safety hazards should be made to the Director of Buildings and Grounds on each campus.

Fire Regulations

In case of a fire alarm in any building proceed to the nearest exit and go to the street level. DO NOT USE THE ELEVATORS.

Regulations are posted in all buildings and classrooms with specific procedures to be followed.

If you hear the alarm and do not see flames, smoke, or smell smoke remain in your work area.
University Closing for Snow/Inclement Weather

When a decision is made to cancel classes due to severe weather conditions the offices of the University will close at the same time. Those people who make up the emergency squad will know in advance. Employees who are required to work during such emergency closing (Building & Grounds, Security, Switchboard) will be compensated for the extra hours worked. Staff members who are on vacation or not at work for any reason when the University has an early closing for an emergency are not entitled to additional vacation or personal time. When the University is open all staff members are expected to report to work. If the employee does not come to work on such a day and does not charge the day to vacation or personal time the employee is not compensated.

Lost and Found

Lost and Found Offices are located in the Security Offices on the New York, Pleasantville/Briarcliff and White Plains campuses.

Personal Property

The University can assume no responsibility for personal property missing or lost from University premises. Faculty and staff members should exercise caution and care for all personal property including apparel, purses and wallets, briefcases, office articles, books, pictures or equipment. Missing personal property should be reported to the Security Office, which is responsible for operating a lost and found service. The Security Office will make all reasonable efforts to recover missing property. As an aid to colleagues and students, faculty and staff members who find unidentified property are requested to bring such articles to the Security Office promptly.

D. ORGANIZATIONAL STRUCTURE

Cited below are most of the major organizational units and offices of the University. An organization chart indicating a fuller representation of the University's organization structure is available upon request.

Board of Trustees

It is the duty of the Trustees, acting as a Board, to direct and manage the affairs of the University. The Trustees approve the educational program and annual budget, grant final authority for all contracts and agreements made by or with the University and authorize the conferring of degrees.

Officers of the University

The Chancellor shall act as the chief executive officer of the corporation and shall be responsible for the general management of all schools, divisions and services of the University. The Chancellor shall appoint and remove, employ, and discharge and fix the compensation of all appointive officers, faculty members, agents and other employees of the University and shall execute all agreements in the name of the University or cause them to be executed by appropriate officers and employees and shall see that they are carried out and shall perform all duties incident to the Office of Chancellor which are required by law, the charter of the University, its by-laws or action of the Board.
The President shall serve as the chief operating officer responsible to the Chancellor in the management of the University and shall represent and act on behalf of the Chancellor in the event of any temporary absence or disability by the Chancellor and shall have such powers and duties as may be delegated to him from time to time by the Chancellor.

The Provost is the chief academic officer for the University and has primary responsibility for all academic programs and most academic support services within the University. The Academic Deans, the University Librarian, the Vice President for Corporate Programs and International Education, the University Director of Cooperative Education, The Vice President for Academic Development, the Executive Vice President for Academic Support Services, Planning and Personnel Services, the Campus Deans of Studies, the Environmental Center and the Faculty Records Office report to the Provost.

Duties of the Executive Vice Presidents. The executive vice presidents shall have such duties as may be assigned to them from time to time by the Chancellor shall in the event of any temporary absence or disability of the President perform the duties and exercise the powers of the President.

The Executive Vice President for Finance and Administration shall have the care and custody of and be responsible for all funds and securities of the corporation except as the same may be subject to other custody by action of the board; shall deposit the same in the name of the corporation in such banks, trust companies or safe deposit vaults as the board may designate; shall render a statement of the general financial condition of the corporation at meetings of the Board; shall keep true and correct books of account; and shall retain under the direction of the Audit Committee a qualified firm of public accountants to examine and verify all corporate books of account.

The Executive Vice President for University Relations has primary responsibility for the areas of University development, alumni relations and University Communications. The Director of Development, the Vice President for Alumni Relations, and the Vice President for University Communications report to this office.

The Executive Vice President for Academic Support Services, Planning and Personnel Services is responsible for establishing priorities and objectives for enrollment, financial aid, and Registrar and for the design and implementation of the strategic plan for the University, training and staff development, staff recruitment, compensation and benefits.

Schools of the University - Administration

- College of White Plains
- Dyson College of Arts and Sciences
- Lubin School of Business Administration
- Lubin Graduate School of Business
- Lienhard School of Nursing
- School of Computer Science and Information Systems
- School of Education
- School of Law

The College of White Plains is maintained and identified in its original role as a small college offering programs in arts and sciences, business and education. Faculty members hold membership in the faculties of the several Schools of the University and have professional-academic responsibility to the Deans of the appropriate Schools.
Within each School, the Dean is responsible for providing academic leadership consistent with the objectives, policies and practices of the University. The Dean performs a number of duties in connection with responsibility for the School's academic programs. These duties include budget preparation, curriculum planning and development, faculty supervision and support and maintenance of academic standards.

For a full description of the Schools and their programs, see the individual School catalogs.

**Campus Vice-Presidents.** The Pleasantville/Briarcliff and White plains campuses are each headed by a Campus Vice President. The Campus Vice President is responsible for the management of campus operations and works closely with such functional areas as academic affairs, finance and administration, student affairs, and facilities planning and management. The Campus Vice President reports to the President of the University.

**Council of Academic Deans**

This body is composed of the Deans of the Schools of the University and the Campus Deans of Studies and serves in an advisory capacity to the Chancellor through the Provost. The Council is an agency for information exchange among Deans. The Council also reviews and evaluates academic programs and procedures and develops policy statements and recommendations as appropriate. The Council also reviews all proposed courses and may approve or disapprove them. The Council normally meets once a month.

**Campus Dean of Studies**

The purpose of this position at Pleasantville/Briarcliff and White Plains is to provide faculty and students with an academic liaison and a service function that transcends Schools and subdivisions. As the campus representative of the Provost, the Campus Dean of Studies is primarily concerned with the quality of academic life, the maintenance of academic standards and the academic development of faculty and students. The Campus Deans shall maintain a faculty appointment, a teaching role and an active participation in the life of the campus. They advise the Deans of Schools with respect to general academic matters on campus and monitor the implementation of policy and procedures in scholastic standing and evaluation, remediation, honors programs, evening administration and academic advisement. They also monitor the conduct and condition of support services and resources such as the library, the registration process, class scheduling, academic computing, classroom facilities, instruction and test administration. They report to and perform other duties assigned by the Provost.

**Departmental Chairpersons**

Full-time faculty other than those who hold the rank of Professor Emeritus-in-Residence are eligible for appointment as department chairpersons. It is the policy of the University to seek faculty consensus either through consultation or by means such as voting before a Dean recommends a departmental chairperson to the Chancellor.
Upon recommendation of the Dean and the Provost, department chairpersons are appointed by the Chancellor.

The general responsibility of department chairpersons is to promote the development of their respective departments in keeping with the academic standards, purposes and policies of the University.

The specific responsibilities of the department chairpersons in conjunction with the other members of the department, where appropriate, are:

1. To determine the course offerings and the content of the subjects in the department and the prerequisites for each subject;

2. To consult with the Dean in regard to revision of the curriculum;

3. To select, with the members of the department, the textbooks and supplementary materials for the courses offered in the department;

4. To prepare at the beginning of each semester and monthly thereafter, a list of books in the field of the department to be added to the University library;

5. To assign teaching schedules for the members of the department;

6. To maintain general supervision over the department;

7. To develop and evaluate faculty as well as make recommendations with regard to the salary, rank and tenure of each faculty member;

8. To recommend to the Dean prospective appointees for the department and to interview all applicants;

9. To encourage research of broad interest and applicability to members of the department;

10. To encourage representation by departmental faculty in learned and professional societies in the field;

11. To plan and to call department meetings to consider all matters relative to the more efficient operation of the department and to see that a copy of minutes of each meeting is retained in the department and copies sent to the Dean and the Provost. (In addition, two or more faculty members may plan and call department meetings);

12. To make budgetary recommendations for the department bearing in mind cost as well as academic considerations;

13. To prepare for publication in the Catalogs of the University all matters concerning the department; and

14. To provide academic counseling and other student development efforts particularly for students majoring in programs offered by the department.
Faculty Participation in University Governance

It is University policy to support in general the "Statement on Governance of Colleges and Universities" jointly formulated by the American Association of University Professors, the American Council on Education and the Association of Governing Boards of Universities and Colleges. This document is explicit on the interrelated functions and responsibilities of the governing board, the administration, the faculty and the student body. Faculty may participate in University governance in various ways. Among these are the following:

Faculty Councils. The Faculty Council represents the faculty and serve in an advisory capacity to the Chancellor. The Faculty Councils are the principal forums for discussions and decisions relating to faculty concerns, responsibilities and welfare and consider as well all matters of significance to the general welfare of the University;

Each campus, New York, Pleasantville/Briarcliff, and White Plains, as well as the Lubin Graduate School of Business have separate councils. The School of Law has established a similar governance structure. Meetings are held regularly and may be attended by any member of the faculty. See the Appendices for the various council constitutions and the School of Law charter;

Faculty Grievance Committee. Some Faculty Councils have established a Grievance Committee consisting of regular and, alternate members to handle faculty grievances. Further information on committee procedures is available through the Faculty Grievance Committee secretary. A Faculty Grievance Procedure is available through the Office of the Provost.

Senate. The Pace Senate is a legislative body composed of appointed representatives of the student body, faculty, alumni, and administration who meet regularly in order to consider matters of University-wide concern and make recommendations to the Board of Trustees through the Chancellor.

For full details concerning the role, purpose and structure of the Senate, see The Constitution of the Senate of Pace University (Appendix 1).

Council of Deans and Faculty on Promotion and Tenure (C.D.F.P.T.). The Council of Deans and Faculty on Promotion and Tenure of Pace University recommends faculty for promotion and tenure to the Chancellor. The membership of this committee is composed of academic Deans from the Dyson College of Arts and Sciences, the Lubin Schools of Business, the Lienhard School of Nursing, the School of Education, and the School of Computer Science and Information Systems as well as elected members of the Faculty Councils, representing the New York, Pleasantville/Briarcliff and White Plains campuses and the Lubin Graduate School of Business. There is also an Appeals Committee of the C.D.F.P.T. made up of faculty elected by the New York, Pleasantville/Briarcliff, White Plains and the Lubin Graduate School of Business Faculty Councils and which functions as an appellate body for the faculty. (For a more detailed description of the functioning of the C.D.F.P.T. and its Appeals Committee see p. 117).
Faculty Budget Review Committee. The Faculty Budget Review Committee is composed of faculty from the Schools of the University. Its members are appointed by the Chairpersons of the respective Faculty Councils. This committee meets with the officers of the University in order to participate in the University's budgeting process.

Ad hoc committees may be formed from time to time for specific purposes as the need arises.