

September 19, 1974

Memorandum to the Faculty Members of
the Trustee Committee on Governance:

Professors Adler, Borel, Geertz, Gilliam:

In accordance with the discussion at the last meeting, I would like to schedule at least two meetings of the Committee this fall. At present, I have asked my Trustee colleagues to reserve October 5 and December 7 for these meetings and, accordingly, would like to call for a meeting of the Committee on October 5th, at 10:00 a. m., in the Institute Board Room. The meeting will last through lunch and as much later as we need. It is my hope that we can finish our discussion of the choice, terms of appointment, and duties and responsibilities of the Director.

I attach a copy of the document of April 6, 1974 which was circulated to the Faculty after the last meeting of the Committee.

The remaining topic for discussion is the regular procedure for Faculty appointments; we can review the state of this discussion at our meeting.

A handwritten signature in dark ink, appearing to read "Howard C. Petersen", with a long, sweeping horizontal stroke at the end.

Howard C. Petersen

Attachment

cc: Executive Officers of the Schools ,
Professors Habicht, Harish-Chandra, Rosenbluth

September 13, 1974

Dear Howard:

Attached is a draft memorandum from you to the Faculty members of the Committee on Governance as well as a copy of the document in question. When you have a final copy, I will be glad to circulate it from here along with the attachments. It should be addressed to the same committee members, although we are of course not clear who are attending from Math. The carbon copies to the Executive Officers of the Schools at least recognize the possibility that the delegates might be different.

Don Straus, unfortunately, cannot come for this meeting but it seems that we should stick to the date in any event because it is so difficult to get another one.

Sincerely yours,

Carl Kaysen

Attachments

DRAFT

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THE INSTITUTE FOR ADVANCED STUDY

PRINCETON, NEW JERSEY 08540

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cc: Executive Officers of the Schools

April 6, 1974

Director: Choice; Terms of Appointment; Duties and Responsibilities

1. Procedure in Selecting a New Director

The Board is prepared to receive the views of the Faculty in any way the Faculty chooses to offer them. Faculty views on the general characteristics desired in a Director, specific nominations, and faculty comments on nominees the Board is considering, are all welcome. Names of all candidates to whom the Board is giving serious consideration will be circulated to the Faculty in a timely way to allow for careful and thoughtful comment.

In particular, should the Faculty wish to express its collective opinion through a Committee, the special committee of the Board provided for in Article VI, Section 3 of the By-Laws, stands ready to meet with that Committee for full discussion. Nothing in these arrangements shall preclude Faculty members from offering their individual views.

2. Terms of Appointment

- (a) The Director shall be appointed for a term of ten years. *not longer than 4 in no case to exceed beyond his 65th birthday*
The Director may be reappointed only after consultation with the faculty for a further term
- (b) The Director shall retire at 65, ~~if he reaches that age before the end of his term of appointment as director.~~ *at the end of the year in which he reaches 65*
- (c) During his term as Director, the Director shall not be a Professor or otherwise have the status of a Faculty member.
- (d) After the completion of his service, the Director shall be appointed ^{as a} permanent professorial member until he reaches the age of retirement. His salary and privileges ^{to serve} ~~shall be~~ ^{that of a professor, but it is understood that he would not} be an official member of a School, nor vote in Faculty meetings. *ar his option* *obligations*

3. Duties and Responsibilities

The Director shall be the chief ~~academic and chief administrative~~ *administrative* officer of the Institute. In both capacities he shall be responsible to the Board *in both administrative & academic matters*

As chief administrative officer, the Director shall be responsible for the physical and housekeeping arrangements of the Institute, and for reporting to the Board on their needs and costs. The Director shall be responsible for keeping before the Board the current and long-term financial situation of the Institute. In this connection, he shall prepare and present to the Board annually a budget. From time to time he shall report on the longer term financial needs and prospects of the Institute.

- 2 -

In academic matters, the Director shall be responsible for seeing that the views of the Faculty on the operation and development of the Institute together with his own comments are communicated to the Board. He shall be particularly responsible for those matters which affect the Institute as a whole and fall outside the scope of the individual Schools. These include specifically the relative development of the several Schools, and the possibility or need for change in the scope and/or character of the Institute's activities. In exercising his ^{academic} responsibilities as chief academic officer, he shall act in accordance with agreed procedures as to the role of the Faculty in the governance of the Institute.

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Director: Choice; Terms of Appointment; Duties and Responsibilities

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The Director shall be ~~the chief academic and chief administrative officer of the Institute.~~ ^{and academic} In both capacities he shall be responsible to the Board ^{for both administrative and academic.}

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