### University Organization

#### **Board of Trustees**

Under Massachusetts law, the Board of Trustees is the governing body of the university. There are four faculty representatives and three student representatives to the board who participate in board meetings and have votes on the several committees. The president of the university, the chair of the Fellows, the president of the Brandeis National Committee, and the president of the Alumni Association serve ex officio. The board annually elects an alumni term trustee who serves a four-year term with full voting privileges.

#### The President

The president, the chief executive officer of the university, is appointed by the Board of Trustees and is responsible for all university activities.

#### **Board of Fellows**

University Fellows comprise about 225 national leaders from a broad base of business, educational, and public life who lend counsel, expertise, and support to university development and planning programs.

#### The Provost and Deans

The provost and senior vice president for academic affairs is the chief academic officer of the university with administrative authority under the president for setting and implementing academic policy. The provost provides strategic leadership for the academy to achieve the university's academic mission and to improve the quality of the institution's teaching, learning, and scholarship.

The provost is responsible for academic governance and strategic planning for Arts and Sciences, the Heller School for Social Policy and Management, the International Business School, the Rabb School for Continuing Studies, the University Libraries, the Rose Art Museum, and various centers and institutes. Other responsibilities include sponsored research administration and technology licensing.

The dean of arts and sciences has administrative responsibility for undergraduate research and, with the dean of the graduate school, the graduate functions of the school of arts and sciences. The dean is responsible for the undergraduate and graduate curricula, faculty, staffing, oversight of academic departments, and other academic matters.

The dean of the Heller School for Social Policy and Management oversees the academic activities of the school and its work in such policy areas as children, youth, families, health, mental health, substance abuse, disabilities, aging, social change, and economic inequalities.

The dean of the Brandeis International Business School oversees the academic, professional, and development activities of the university's second professional school. Research areas of the school include economic policy, finance, global entrepreneurship, international business, regional economics integration, and trade and exports.

#### The Faculty Senate

The Faculty Senate, elected by the Faculty as its official representative body, addresses matters relevant to the educational and research missions of the university, including academic freedom, faculty rights and responsibilities, governance, and university policies regarding appointments, tenure, and promotion.

#### The Vice Presidents

The executive vice president and chief operating officer oversees Brandeis's financial and administrative operations. The office's major responsibilities include budget and planning, financial accounting, capital programs (planning, design, and construction), endowment and investment management, information technology, procurement services, plant operations, human resources, public safety, and internal audit. The executive vice president serves as principal liaison to the following committees of the Board of Trustees: Budget and Finance; Investment; Physical Facilities; Personnel, Compensation, and Ethics; and Audit.

The senior vice president for institutional advancement is responsible for directing the fundraising and external relations activities, including planned giving, leadership gifts, the Annual Fund, alumni events and services, and corporate and foundation relations, in addition to a major multi-year capital campaign.

The senior vice president for students and enrollment oversees the recruitment, retention, and quality of life for students. Departments and units reporting to the senior vice president include undergraduate admissions, student financial services, registrar's office, academic services (including advising, disability services,

study abroad, international students and scholars, and student enrichment services), Hiatt Career Center, research and planning, and student life (including athletics, chaplaincy, community service, health services, intercultural center, judicial orientation, psychological counseling, residence life, and student activities).

The senior vice president for communications administers and executes critical university-wide internal and external communications, overseeing the communications emergency response plan and directing all crisis communications. Further, she is responsible for an integrated marketing communications program that highlights Brandeis's research accomplishments, academic excellence, social justice mission, and scholarly contributions to the Jewish community. Under the direction of the senior vice president, the Office of Communications provides design and editorial services for print and Web publishing, as well as carries out the university's public affairs and media relations initiatives.

The senior vice president and general counsel is the chief legal advisor to the president, the Board of Trustees, and the university's senior management officers.

#### **Brandeis National Committee**

The Brandeis National Committee (formerly BUNWC) is an organization committed to providing financial support to the university. Since its founding in 1948, it has contributed more than \$110 million to the libraries for the acquisition of books and research journals, restoration and preservation, development of computer technology, and student work assistance. More recently, its mission was expanded to fund student scholarships and fellowships.

The organization's national center is located in the Goldfarb Library, where professional staff members collaborate with volunteers and the university to coordinate fundraising efforts and to develop educational programs for members within chapters across the country. The National Women's Committee connects its members to Brandeis through fundraising and through activities that reflect the values of the university.

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www.brandeis.edu

Graduate School of Arts and Sciences

Admissions and Financial Aid Information Kutz Hall 781-736-3410 gradschool@brandeis.edu www.gsas.brandeis.edu

### The Heller School for Social Policy and Management

Admissions and Financial Aid Information 781-736-3820 781-736-2774 (fax) helleradmissions@brandeis.edu www.heller.brandeis.edu

#### **International Business School**

Admissions and Financial Aid Information Office of Admissions
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781-736-2252
800-878-8866 (catalog and application requests only)
781-736-2263 (fax)
admission@lemberg.brandeis.edu
www.brandeis.edu/global

#### **Rabb School of Continuing Studies**

**Graduate Professional Studies** 781-736-8787 rabbgrad@brandeis.edu

The Brandeis University Summer School 781-736-3424 summerschool@brandeis.edu

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www.brandeis.edu/rabb www.brandeis.edu/rabbgrad www.brandeis.edu/summer www.brandeis.edu/programs/bolli

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Time		Mond	lay		Tues	day		Wedn	esday		Thurs	day		Friday	7	
8:00		A		A			A			A		A				
	8:30															
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6:00																
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7:00																
	7:30															
8:00																
	8:30															
9:00																

9:30

A = 8:00-9:00 any three day
B = 9:00-10:00  M W Th
C = 10:00-11:00  M W Th
D = 11:00-12:00  M W Th
E = 12:00-1:00  M W Th
F = 1:00-2:00  M W Th
G = 9:00-10:30  T F
H = 10:30-12:00  T F
J = 12:00-1:30  T F
K = 2:00-3:30  M W

L = 3:30-5:00 M W
M = 5:00-6:30 M W
N = 1:30-3:00  T F
P = 3:00-4:30  T F
Q = 6:30-7:30  M W Th
R = 2:00-3:00  T Th F
$S_1 = 2:00-5:00 \text{ M} [= K + L]$
$S_2 = 1:30-4:30 \text{ T} [= N + P]$
$S_3 = 2:00-5:00 \text{ W} [= \text{K} + \text{L}]$
$S_4 = 1:30-4:30 F [= N + P]$

$S_5 = 4:30-7:30 \text{ T}$
$S_6 = 9:00-12:00 \text{ T} [= G + H]$
$S_7 = 9:00-12:00 F [= G + H]$
$S_8 = 5:00-8:00 \text{ Th}$
V = 5:00-6:30  T Th
$X_1 = 6:30-9:30 M$
$X_2 = 6:30-9:30 \text{ W}$
$X_3 = 6:30-9:30 \text{ Th}$
X <sub>4</sub> = 6:30–9:30 T
Y = 6:30-8:00 M W

## Final Examination Schedule 2008–09

Fall	Term	20	08
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**Examination Date** 

Thursday, December 11

Friday, December 12	9:15 am-12:15 pm	F
	1:30–4:30 pm	Economics
	6:00 0:00 nm	Common Exams*
	6:00–9:00 pm	none
Monday, December 15	9:15 am-12:15 pm	Math/IBS
•	_	Common Exams*
	1:30–4:30 pm	A, K, S <sub>1</sub>
	6:00–9:00 pm	$N, R, S_{2}, S_{4}, X_{1}$
Tuesday, December 16	9:15 am-12:15 pm	D
	1:30–4:30 pm	В
	6:00–9:00 pm	$G, S_7, S_5, X_4$
Wednesday, December 17	9:15 am-12:15 pm	E
**	1:30–4:30 pm	J
	6:00–9:00 pm	M, Q, S <sub>2</sub> , Y
Thursday, December 18	9:15 am–12:15 pm	C
indiaday, December 10	1:30–4:30 pm	Other Common Exams/
	-	Conflict Resolution
	6:00–9:00 pm	Other Common Exams/
		Conflict Resolution
Spring Term 2009		
	Examination Time	Examination Block(s)
Examination Date	Examination Time 9:15 am-12:15 pm	Examination Block(s)
Examination Date		H, S <sub>6</sub> Language/Economics
Examination Date	9:15 am–12:15 pm 1:30–4:30 pm	H, S <sub>6</sub> Language/Economics Common Exams*
Examination Date	9:15 am–12:15 pm	H, S <sub>6</sub> Language/Economics
Examination Date Friday, May 1	9:15 am–12:15 pm 1:30–4:30 pm	H, S <sub>6</sub> Language/Economics Common Exams*
Examination Date Friday, May 1	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	H, S <sub>6</sub> Language/Economics Common Exams* none  F Economics
Examination Date Friday, May 1	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm	H, S <sub>6</sub> Language/Economics Common Exams* none  F Economics Common Exams*
Examination Date Friday, May 1	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm	H, S <sub>6</sub> Language/Economics Common Exams* none  F Economics
Examination Date Friday, May 1  Monday, May 4	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm	H, S <sub>6</sub> Language/Economics Common Exams* none  F Economics Common Exams*
Examination Date Friday, May 1  Monday, May 4	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	H, S <sub>6</sub> Language/Economics Common Exams* none  F Economics Common Exams* N, R, S <sub>2</sub> , S <sub>4</sub> , X <sub>1</sub> , Q, Y  Math/IBS Common Exams*
Examination Date Friday, May 1 Monday, May 4	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm	H, S <sub>6</sub> Language/Economics Common Exams* none  F Economics Common Exams* N, R, S <sub>2</sub> , S <sub>4</sub> , X <sub>1</sub> , Q, Y  Math/IBS Common Exams* A, K, S <sub>1</sub>
Examination Date Friday, May 1 Monday, May 4	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	H, S <sub>6</sub> Language/Economics Common Exams* none  F Economics Common Exams* N, R, S <sub>2</sub> , S <sub>4</sub> , X <sub>1</sub> , Q, Y  Math/IBS Common Exams*
Examination Date Friday, May 1  Monday, May 4  Tuesday, May 5	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm	H, S <sub>6</sub> Language/Economics Common Exams* none  F Economics Common Exams* N, R, S <sub>2</sub> , S <sub>4</sub> , X <sub>1</sub> , Q, Y  Math/IBS Common Exams* A, K, S <sub>1</sub>
Examination Date Friday, May 1  Monday, May 4  Tuesday, May 5	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	H, S <sub>6</sub> Language/Economics Common Exams* none  F Economics Common Exams* N, R, S <sub>2</sub> , S <sub>4</sub> , X <sub>1</sub> , Q, Y  Math/IBS Common Exams* A, K, S <sub>1</sub> M, X <sub>4</sub> , V, P, S <sub>5</sub> D B
Examination Date Friday, May 1  Monday, May 4  Tuesday, May 5	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	H, S <sub>6</sub> Language/Economics Common Exams* none  F Economics Common Exams* N, R, S <sub>2</sub> , S <sub>4</sub> , X <sub>1</sub> , Q, Y  Math/IBS Common Exams* A, K, S <sub>1</sub> M, X <sub>4</sub> , V, P, S <sub>5</sub> D
Examination Date  Friday, May 1  Monday, May 4  Tuesday, May 5  Wednesday, May 6	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	H, S <sub>6</sub> Language/Economics Common Exams* none  F Economics Common Exams* N, R, S <sub>2</sub> , S <sub>4</sub> , X <sub>1</sub> , Q, Y  Math/IBS Common Exams* A, K, S <sub>1</sub> M, X <sub>4</sub> , V, P, S <sub>5</sub> D B
Examination Date Friday, May 1  Monday, May 4  Tuesday, May 5  Wednesday, May 6	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	H, S <sub>6</sub> Language/Economics Common Exams* none  F Economics Common Exams* N, R, S <sub>2</sub> , S <sub>4</sub> , X <sub>1</sub> , Q, Y  Math/IBS Common Exams* A, K, S <sub>1</sub> M, X <sub>4</sub> , V, P, S <sub>5</sub> D B L, S <sub>3</sub> , X <sub>2</sub> E J
Examination Date Friday, May 1  Monday, May 4  Tuesday, May 5  Wednesday, May 6	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	H, S <sub>6</sub> Language/Economics Common Exams* none  F Economics Common Exams* N, R, S <sub>2</sub> , S <sub>4</sub> , X <sub>1</sub> , Q, Y  Math/IBS Common Exams* A, K, S <sub>1</sub> M, X <sub>4</sub> , V, P, S <sub>5</sub> D B L, S <sub>3</sub> , X <sub>2</sub> E
Examination Date  Friday, May 1  Monday, May 4  Tuesday, May 5  Wednesday, May 6  Thursday, May 7	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	H, S <sub>6</sub> Language/Economics Common Exams* none  F Economics Common Exams* N, R, S <sub>2</sub> , S <sub>4</sub> , X <sub>1</sub> , Q, Y  Math/IBS Common Exams* A, K, S <sub>1</sub> M, X <sub>4</sub> , V, P, S <sub>5</sub> D B L, S <sub>3</sub> , X <sub>2</sub> E J G, S <sub>7</sub> , X <sub>3</sub> , S <sub>8</sub>
Examination Date  Friday, May 1  Monday, May 4  Tuesday, May 5  Wednesday, May 6  Thursday, May 7	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	H, S <sub>6</sub> Language/Economics Common Exams* none  F Economics Common Exams* N, R, S <sub>2</sub> , S <sub>4</sub> , X <sub>1</sub> , Q, Y  Math/IBS Common Exams* A, K, S <sub>1</sub> M, X <sub>4</sub> , V, P, S <sub>5</sub> D B L, S <sub>3</sub> , X <sub>2</sub> E J G, S <sub>7</sub> , X <sub>3</sub> , S <sub>8</sub> C
Spring Term 2009  Examination Date  Friday, May 1  Monday, May 4  Tuesday, May 5  Wednesday, May 6  Thursday, May 7  Friday, May 8	9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm 9:15 am-12:15 pm 1:30-4:30 pm 6:00-9:00 pm	H, S <sub>6</sub> Language/Economics Common Exams* none  F Economics Common Exams* N, R, S <sub>2</sub> , S <sub>4</sub> , X <sub>1</sub> , Q, Y  Math/IBS Common Exams* A, K, S <sub>1</sub> M, X <sub>4</sub> , V, P, S <sub>5</sub> D B L, S <sub>3</sub> , X <sub>2</sub> E J G, S <sub>7</sub> , X <sub>3</sub> , S <sub>8</sub>

**Examination Time** 

9:15 am-12:15 pm 1:30-4:30 pm

6:00-9:00 pm

Examination Block(s)

Language/Economics Common Exams\* L, P, S<sub>3</sub>, V, X<sub>3</sub>, S<sub>8</sub>

<sup>\*</sup>Applies to some multisectioned courses. Exams of multisectioned courses may be moved from one common exam block to another in order to reduce exam conflicts for student enrolled in such courses. Questions concerning exam date for courses that meet in two or more blocks should be referred to the Office of the University Registrar.

## 2008–09 Additional Key Dates for Graduate Students

Fall Term 2008					
Monday	October 6	February PhD candidates should submit penultimate copies of dissertations to program chairs.			
Friday	October 31	Last day for February graduate degree candidates (certificates, final and continuing master's and PhD) to file Application for Degree. See application for details.			
Monday	December 18	Final day for faculty certifications that all February master's candidates have completed degree requirements, including language(s) and theses, and all PhD candidates have defended dissertations.			

Spring Term 2009			
Thursday	January 15	Final day for February graduate doctoral degree candidates to deposit their dissertations at their graduate school office.	
Monday	March 2	Last day for May graduate degree candidates (certificates, final and continuing master's and PhD) to file Application for Degree. See application for details. May PhD candidates should submit penultimate copies of dissertations to program chairs.	
Wednesday	May 6	Final day for May PhD candidates to deposit dissertations at their graduate school office. Final day for faculty certification that all May master's candidates have completed degree requirements, including language(s) and theses.	
Monday	June 1	Last day for August graduate degree candidates (certificates, final and continuing master's and PhD) to file Application for Degree. See application for details. August PhD candidates should submit penultimate copies of dissertations to program chairs.	
Friday	July 31	Final day for faculty certifications that August PhD candidates have defended dissertations.	
Friday	August 14	Final day for August PhD candidates to deposit dissertations at their graduate school office. Final day for faculty certification that all August master's candidates have completed degree requirements, including language(s) and theses.	

### 2008–09 Academic Calendar

Fall Term 2008*			
Monday– Thursday	August 18 September 11	Registration period for graduate and undergraduate students.	
Sunday	August 24	Residence halls open for new undergraduate students.	
Tuesday	August 26	Residence halls open for returning students.	
Thursday	August 28	First day of instruction.	
Monday	September 1	Labor Day: No university exercises, staff holiday.	
Thursday	September 11	Last day to add classes. All work for spring term 2008 undergraduate incompletes due to instructors.	
Thursday	September 18	Last day for undergraduates to elect a pass/fail option for the current term and to request a P grade for the preceding term. Grades replacing spring 2008 undergraduate incompletes due in the University Registrar's Office.	
Monday	September 29	Brandeis Tuesday: Tuesday class schedule in effect.	
Tuesday- Wednesday	September 30 October 1	Rosh Hashanah: No university exercises.	
Monday	October 6	Last day to drop Module I courses (instructor's and chair's permission required).	
Thursday	October 9	Yom Kippur: No university	
Friday	October 10	exercises.	
Monday	October 13	Columbus Day: Classes in session, staff holiday.	
Tuesday	October 14	Sukkot: No university exercises.	
Thursday	October 16	Last day for undergraduates to drop courses without a "W" transcript notation (instructor's permission required).	
Friday	October 17	Undergraduate midterm grades due.	

Tuesday	October 21	Shimini Atzeret: No university exercises.		
Monday Wednesday	October 27 November 5	Registration period for spring term 2009.		
Friday	October 31	Last day to add Module II classes.		
Friday	November 14	Last day for undergraduates to drop courses with a "W" transcript notation (instructor's permission required). Last day for graduate students to drop courses or change grading option of classes to audit (instructor's and chair's permission required).		
Thursday– Friday	November 27 November 28	Thanksgiving holiday: No university exercises, staff holiday.		
Tuesday	December 9	Last day of instruction. Last day to voluntarily withdraw from the term (written notification required).		
Wednesday	December 10	Study day.		
Thursday– Thursday	December 11 December 18	Final examination period.		
Friday	December 19 at 12 noon	Residence halls close.		
Tuesday	December 23	Fall term grades due.		
*Note: Makeup examinations for spring term 2008 will be held				

<sup>\*</sup>Note: Makeup examinations for spring term 2008 will be held September 3, 4, and 8, 2008.

#### Brandeis University Pertaining to Religious Observance

In constructing the academic calendar, religious holy days will not be the sole factor in determining days on which classes will be held or suspended. It is the policy of the university, however, that students be encouraged to observe their appropriate religious holy days; that instructors strive to facilitate this by allowing absence from classes for such purposes and by trying to ensure that no

examinations, written reports, oral reports, or other mandatory class assignments are scheduled for or due on such holy days; and that instructors provide ample opportunities for such students to make up work missed on such occasions without penalty. Jewish holidays begin at sundown of the previous evening and end at nightfall of the day listed.