
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 chair of the Fellows, the president of the National Women's 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 400 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 President's Council

President's Councilors are leading men and women throughout the country whose skills and experience are placed at the disposal of the Brandeis President in areas of their special competence.

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 Brandeis International Business School, The Rabb School for Summer and Continuing Studies, The University Libraries, The Rose Art Museum, and research centers and institutes. Other administrative responsibilities include sponsored programs and technology licensing.

The dean of arts and sciences has administrative responsibility for the graduate, undergraduate, and research

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 University's first professional 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 International Business School oversees the academic, professional, and development activities of the University's second professional school. Research areas of the school include international business, economic policy, trade and export, finance, and regional economic integration.

The Faculty Senate

The faculty senate, the elected representative body of the faculty, discusses such issues as academic freedom and responsibility, University policy, appointments, tenure, dismissal, and salaries.

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, institutional research, undergraduate academic affairs and first-year services, student enrichment services, and Office of Student Life, including residence life, career services, student activities, multicultural programs, counseling, health services, religious life, and athletics. The senior vice president also coordinates with the dean of arts and sciences to ensure the quality of academic advising and support services and their relationship to cocurricular life.

The senior vice president for communications is the University's chief marketing and communications strategist and principal spokesperson, responsible for ensuring an integrated and well-coordinated University-wide strategic communications program that includes media relations, publications, Web services, and government relations.

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

National Women's Committee

Established in 1948 with the founding of Brandeis University, the primary mission of the National Women's Committee is to support the Brandeis University Libraries through the acquisition of books and research journals, restoration and preservation, development of computer technology, and student work assistance. Recently, the Committee has expanded its original mission and now raises money for student scholarships and fellowships. Since the organization's founding by eight women in Boston, the National Women's Committee has contributed more than \$96 million to Brandeis University.

This volunteer organization offers its membership a wide range of educational and social activities, including unique study-group programs with syllabi provided by Brandeis faculty, lectures by University speakers, and town forums on timely issues. University Outreach provides local adult-education seminars at chapters throughout the country.

The national office is now appropriately located in the Goldfarb Library. There, a professional staff working together with volunteer leadership, develops projects, coordinates fundraising activities, and implements educational and community service programs for its 43,000 members in 86 chapters across the country.

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www.brandeis.edu/programs/bali

Notes

Notes

2005-06 Academic Calendar

Fall Term 2005*

Tuesday - Thursday	August 9 - September 15	Graduate students register and enroll.	Tuesday	October 18	Sukkot: No University exercises.
Sunday	August 28	New undergraduate students arrive.	Tuesday	October 25	Shimini Atzeret: No University exercises.
Monday - Thursday	August 29 - September 15	Undergraduate students register and enroll.	Tuesday - Friday	November 1-11	Undergraduate registration for spring term 2006.
Tuesday	August 30	Residence halls open for returning students.	Monday - Friday	November 7-11	Graduate registration for spring term 2006.
Thursday	September 1	First day of instruction.	Friday	November 18	Last day to drop courses with "W": Last day for undergraduates to drop courses with a "W" transcript notation (instructor's permission required).
Monday	September 5	Labor Day: No University exercises; staff holiday.	Wednesday	November 23	Last day for all Graduate Arts and Sciences, Heller School, and International Business School students to drop a course with signatures of instructor and chair.
Thursday	September 15	Last opportunity to enroll in courses for all students. Last opportunity to drop courses without instructor's permission. All work for spring term 2005 undergraduate incompletes due to instructors.	Thursday - Friday	November 24-25	Thanksgiving: No University exercises; staff holiday.
Thursday	September 22	Last day for undergraduates to elect a Pass/Fail grading option for the current term and to convert to "P" for a class in the preceding term. Grades replacing spring undergraduate incompletes due in the University Registrar's Office.	Thursday	December 1	Graduate degree candidate information due: Last day for February graduate degree candidates (certificates, final and continuing master's and Ph.D.) to file Application for Degree in the Office of Student Financial Services. Final day for February Heller School degree candidates to file Application for Degree at the Heller School. Final day for faculty certification that all February master's candidates have completed degree requirements, including language(s) and theses, and that all Ph.D. candidates have defended dissertations.
Monday	October 3	Brandeis Tuesday -Tuesday class schedule in effect.	Tuesday	December 13	Last day of instruction. Last day to voluntarily withdraw from the semester (written notification required).
Monday	October 3	Penultimate Ph.D. dissertations due: February Ph.D. candidates should submit penultimate copies of dissertations to program chairs.	Wednesday	December 14	Study Day.
Tuesday - Wednesday	October 4-5	Rosh Hashanah: No University exercises.	Thursday - Thursday	December 15-22	Final Exams: Final examination period.
Monday	October 10	Columbus Day: Staff holiday; classes in session.	Thursday	December 22	Final day for February graduate doctoral degree candidates to deposit their dissertations at their graduate school office.
Thursday	October 13	Yom Kippur: No University exercises.	Wednesday	December 28	Grades Due: Fall term grades due in the University Registrar's Office. Graduate incompletes from spring term 2005 due.
Friday	October 14	Last day to drop courses without "W": Last day for undergraduates to drop courses without transcript notation "W" (instructor's permission required).			
Friday	October 14	Last day for graduate students to drop Heller Module I and IBS Module I courses (instructor's and chair's permission required).			
Friday	October 14	Undergraduate midterm grades due in the University Registrar's Office.			

* Note: Make-up examinations for spring term 2005 will be held September 7, 8, and 12, 2005.

Policy of 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 insure 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.