APPENDIX B

Responsibilities of the President and the Provost and Vice President
University of Pennsylvania.

The Trustees of the University set a policy framework within which the chief officers of the University function. The President as executive officer is concerned with all of its major activities such as the development of academic programs, recommending the appointment of academic and administrative officers and tenured faculty, the preservation and enhancement of the caliber of the faculty and its research, and the protection of the freedoms and responsibilities of professors and students. He serves as spokesman of the University on general policies with the alumni, the community, state and national governments and the overall public as well as with faculty, students and staff. With the Trustees and other officers he is responsible for the financial well-being and future of the University.

The senior officer of the University serving with the President is the Provost and Vice President who in the absence of the President is the acting President. He is most concerned with the internal operations of the University and particularly its academic and student programs. The Vice Presidents for Medical Affairs and for Engineering Affairs as well as the Deans of faculties and the Directors of research institutes will in the first instance report through the Provost and Vice President. The other Vice Presidents will in the first instance report to the President. The Cabinet and the Council of Academic Deans (both to be established) will be chaired by the President; the Provost and Vice President will be the Vice Chairman and, in the absence of the President, will serve as Chairman. Any faculty member, officer or student in the University is free to confer with any senior officer of the University including the President or the Provost and Vice President. (On questions of University administration, if there is an administrative supervisor he or she should be informed of such communication.)

The planning functions of the University will be the joint responsibility of the President and the Provost and Vice President and such other officials as they designate; for these and related purposes, they will have a common staff.

December 4, 1970

SECRETARY