

CHAPTER 13
IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY PROCEDURES

[Prior to 4/20/88, Regents, Board of (720)]

681—13.1(262) Organization.

13.1(1) *Statement of university mission.* Iowa State University of science and technology at Ames is recognized as a broad-based university with an orientation around science and technology which has sufficient scope and depth in its undergraduate and graduate instruction, its research, and its extension and public service functions to enable it to continue to be a distinguished land-grant university. In addition to its graduate and undergraduate work in the physical, biological, and social sciences, it will maintain strong undergraduate programs in the liberal arts, and will offer such master's and Ph.D. programs in this area as are justified to meet the needs of the state and to maintain the overall strength and desirable balance of the university as a whole. Although a majority of the degrees will continue to be bachelor of science and master of science degrees, the degrees offered in those major programs which are more closely related to the arts than to the sciences may be designated as bachelor of arts or master of arts degrees. In its professional programs, principal emphasis will be given to the maintenance of strong programs in the sciences, agriculture, engineering, veterinary medicine, environmental design, education, and home economics, with graduate instruction, research, extension and public service functions in these subject matter areas clearly recognized and generously supported. There will be no major programs in law, library science, human medicine, dentistry, pharmacy, nursing, social work, hospital administration, occupational therapy, physical therapy, speech pathology, or hydraulics engineering.

Future programs will be determined by the continuing study of existing programs and of developing needs. Programs will be curtailed or eliminated when the assessment of need and resources could best be spent on other programs. The university approaches the addition of new programs and courses with considerable caution. Generally, new programs are fashioned out of existing programs in response to developing needs. But if the university is to remain vital, it must consider at the appropriate time the development of some new programs that fall within its general mission and that meet the new needs of students and society.

This rule is intended to implement Iowa Code section 266.2.

13.1(2) *Officers.* The university has three statutory officers: president, secretary, and treasurer. The president is the chief administrative officer of the university and has authority and duties as have been delegated by the board of regents.

The president has recommended, and the board of regents has appointed, five vice presidents who are directly responsible to the president. The vice president for academic affairs, through the deans and directors, coordinates and administers the academic program and the personnel policies of the university. The vice president for research coordinates the research program of the university and also administers the graduate college. The vice president for student affairs coordinates all nonacademic student services. The vice president for business and finance manages the fiscal operations and physical plant of the university. The vice president for information and development is responsible for the information services and developmental activities of the university. The vice president also serves as advisor on many other aspects of university relations, both internal and external.

A detailed listing of the university units is shown on the organizational chart contained in the university office procedure guide.

13.1(3) *Operations.* The academic mission of the university is principally carried out through its six colleges: agriculture, education, engineering, family and consumer sciences, sciences and humanities, and veterinary medicine. The dean of each college is its chief administrative officer.

Research conducted by the experiment station varies from broad studies of statewide, regional and national impact, through studies to meet specific local needs, to fundamental work in the community, laboratory or greenhouse. This research gains information about people, animal life, plant growth and

development, soils, climatology, ecology, water resources, and the relationships that exist among them. The chief administrative officer of the experiment station is the director.

The extension service is an integral part of the land-grant university system and provides the link whereby the findings of research are taken to Iowa people. The chief administrative officer of extension service is the director.

13.1(4) *Communications.* Written and personal inquiry, submissions and requests should be addressed to the Information Service, 116 Morrill Hall, Iowa State University, Ames, Iowa 50011; or the office of the Board of Regents, Old Historical Building, Des Moines, Iowa 50319. Generally, inquiries, submissions, and requests by the public may be submitted by informal letter. However, application for some purposes is to be made on a specified form. A list of the forms, general description and the address where they may be obtained are found in rule 13.6(262).

13.1(5) *University office procedure guide.* The university office procedure guide contains the policies governing the internal administrative operation of the university. It is available for public inspection at the reference desk in the university library and in the office of the state board of regents.

This rule is intended to implement Iowa Code section 266.2.

681—13.2(262) *Petition regarding rules.* A petition for the promulgation, amendment, or repeal of a rule by the university may be submitted to the office of the vice president for business and finance by any person. Each such petition, which may be in the form of a letter, shall set forth the text of the rule or proposed rule in question and, if an amendment is proposed, the rule as it would read with the proposed amendment, together with a concise statement of the reasons supporting the granting of the petition. The university will notify the petitioner of its disposition of the petition within 60 days after receipt of the petition.

681—13.3(262) *Petition for declaratory ruling.* If there is a disagreement regarding the interpretation or applicability of a statutory provision, university or board of regents' rule or other university or board statement of law or policy, decision or order, between a vice president or designee and a person whose rights or interests are affected by such statute, rule, decision or order, the person so affected may petition the university for a declaratory ruling.

Each such petition shall describe the facts or circumstances giving rise to the request for a ruling, shall contain the text or a citation to the statute, rule, statement of law or policy, decision or order to which the petition relates, may include arguments supporting the petitioner's position, and shall specify the action requested. The university has discretion to determine that a declaratory ruling is inappropriate under the circumstances presented by the petition. The appropriate vice president will notify the petitioner in writing of its disposition of the petition within 30 days after the petition is received.

681—13.4(262) *Rule adoption—opportunity for oral presentation.* When a timely request for oral presentation regarding the proposed adoption of a rule is presented to the university pursuant to Iowa Code section 17A.4 the vice president for business and finance will set a time and place for such presentation, the time will be not less than 20 days after notice of such opportunity is published in the Iowa Administrative Bulletin. The notice will state the time when, the person before whom, the subject matter of, and the location where such presentation may be made.

681—13.5(262) *Contested cases.*

13.5(1) *Informal settlement.* Parties are encouraged to request informal settlement of a controversy which would culminate in a contested case as defined in Iowa Code section 17A.2. The request should be made by letter setting forth a concise statement of the circumstances giving rise to the controversy, the text of or citation to any applicable law, rule or decision, and a statement of the settlement proposed. The appropriate vice president will advise the party of its disposition of the request within 30 days. If the appropriate vice president determines that a conference is appropriate, the party will be

notified when, where and with whom such a conference is to be held. The terms of any informal settlement agreed to by the parties shall be embodied in a written stipulation.

13.5(2) *Administrative law judges.* Except as provided in subrule 13.5(5) the hearing in a contested case for which an evidentiary hearing is required by Iowa Code section 17A.11 shall be conducted by an administrative law judge appointed by the board of regents.

13.5(3) *Procedure.* The procedures followed in hearings conducted pursuant to subrule 13.5(2) shall be those set forth in Iowa Code sections 17A.12 through 17A.17, except that notice of the hearing may be provided by first-class mail.

13.5(4) *Subpoenas; administration of oath.* Subpoenas for the production of books, papers, records, and other real evidence may be issued pursuant to Iowa Code section 17A.13 by the appropriate vice president prior to the commencement of a contested case proceeding. After the commencement of such proceeding, the administrative law judge appointed pursuant to subrule 13.5(2) or subrule 13.5(5) has the authority to administer oaths and to issue subpoenas as provided in section 17A.13.

13.5(5) *Decision and appeal.* The administrative law judge shall render a proposed decision in a contested case in writing, which shall be delivered to all parties by first-class mail. The proposed decision shall become the final decision of the university 15 days after mailing of the proposed decision, unless prior to that time the university or any other party submits an appeal from, or the president requests a review of the proposed decision. Notice of an appeal from or the president's request for review of a proposed decision shall be mailed to all parties by the university.

Within 15 days after mailing of a notice of appeal or of a request for review, any party may submit to the president exceptions to and a brief in support of or opposition to the proposed decision, copies of which exceptions or briefs shall be mailed by the submitting party to all other parties to the proceeding. The president shall notify the parties if the president deems oral arguments by the parties to be appropriate. The president shall render a decision in writing within 30 days of receipt of the exceptions and briefs or of the close of oral hearings, whichever is later. The decision of the president becomes final 15 days after mailing unless prior to that time a party appeals to the board of regents.

13.5(6) *Appeals to the board of regents.* Appeals from a decision in a contested case rendered by the president under subrule 13.5(5) may be taken to the board of regents in the manner specified in 681—subrule 11.5(3).

13.5(7) *Alternate procedures.* Where a contested case as defined in Iowa Code section 17A.2 falls within one of the classes of cases listed below, the university consents to the use of the procedures specified below, including the hearing officers provided for in such proceedings, in lieu of the procedures prescribed in Iowa Code sections 17A.11 through 17A.17, provided that all other parties to such proceedings also waive the use of the procedures contained in sections 17A.11 through 17A.17:

a. In proceedings involving acts of misconduct arising under board of regent rules, 681—Chapter 9, involving students, faculty members or staff members, as defined therein, the procedures provided in section 2 of the university office procedure guide shall be used.

b. In cases involving ethics, unfitness, grievance, nonrenewal, denial of tenure, and failure to promote involving faculty members, the procedures provided in the faculty handbook shall be used.

c. In cases involving claims by university employees, as defined by section 2 of the university office procedure guide, the procedures provided therein shall be used.

d. In cases involving academic status or standing of a student, the procedures used shall be those prescribed for each college within the university which are available in the office of the dean of the respective college.

681—13.6(262) *Forms.* The university uses the forms listed below in dealing with the public. The various forms are classified by subject matter, followed by the name of the office where they are available in care of the Iowa State University of Science and Technology, Ames, Iowa 50011.

Admission application forms—director of admissions.

Undergraduate, graduate, veterinary medicine, special student, Saturday and evening class—graduate and undergraduate.

Housing forms—director of residence.

Application and contract for residence halls quarters for unmarried students, application for married student housing, leasehold for married student housing at Pammel Court, Hawthorn Court, University Village, Schilleter Village.

Student financial aid—student financial aid office.

Application for student financial aid.

Educational placement—teacher placement office.

Registration forms for credential service, reference forms for credential files.

Engineering, sciences and humanities placement—engineering sciences and humanities placement office.

Alumni placement registration card.

Home economics placement—home economics placement office.

Registration forms for credential service, reference forms for credential files.

Agricultural placement—agriculture placement office.

Alumni placement registration card.

Veterinary placement—veterinary medicine placement office.

Placement information forms.

Soil testing—soil testing laboratory.

Informational forms for soil testing.

Veterinary services—veterinary clinic.

Informational forms and euthanasia form.

Seed testing—seed laboratory.

Seed sample identification forms.

Iowa State University Center space use—Iowa State University Center.

Rental agreement.

Employment—personnel office.

Application for employment.

Parking and traffic—traffic office.

Violation citation.

681—13.7(262) General rules.

13.7(1) All livestock and other domesticated animals, including but not limited to fowl, cats, dogs, cows, horses, mules, sheep, goats, swine, or reptiles, when on university property, must be kept confined or otherwise physically constrained. Any such animal found running at large or found within university facilities and not part of a university-sponsored research program or project may be impounded. Consistent with the laws of the state of Iowa, such animals may be turned over to a city pound or other appropriate state or university agency. For sanitation and safety reasons, pets are not permitted in university buildings. Leader dogs and experimental subjects are excepted.

Pets are permitted on the campus in outdoor areas when properly controlled and confined and when their presence does not jeopardize the safety or sanitation of university facilities or the safety of individuals on the campus. In the case of pets such as dogs, proper confinement shall consist of a cage or a leash of sufficient strength to restrain the dog held by a person competent to govern the behavior of the dog. Any pets brought on the campus must be properly licensed and vaccinated under the laws of Iowa and tags indicating such license and vaccination shall at all times be attached to the collar of the pet. In those cases where impoundment is necessary, the owner of the animal or its claimant shall be personally responsible for all costs associated with reclaiming the animal.

13.7(2) University buildings are open to public access except for specific periods of time based on building usage.

13.7(3) Salespersons or agents for any product, proposition, or cause are prohibited from soliciting employees or students in any building or part of the university property, except with the permission of the vice president for business and finance.

Permission is given by the vice president for business and finance for the solicitation of employees by charitable organizations under all of the following circumstances:

a. The charitable organization presents documentation of its tax-exempt status as provided in Section 501(C)(3) of the Internal Revenue Code.

b. The solicitation is conducted through the university's campus mail system or once a year through an on-campus coordinated campaign of all eligible organizations meeting the conditions and giving written notice to the university of the desire to participate at least 120 days prior to the campaign period.

c. The organization may be expected to pay the administrative and out-of-pocket costs associated with using the university campus mail system or other university facilities.

d. The solicitation by any one charitable organization may occur once in any calendar year.

e. No solicitation using the university's facilities may occur except as described above; however, any eligible charitable organization may arrange to conduct information sessions at which no solicitation occurs, at times and places and in a manner the university deems reasonable.

f. Any eligible charitable organization acting pursuant to the authority of this rule may also make use of the payroll deduction system described in Iowa Code sections 70A.14 and 70A.15, if qualified under the terms of those provisions.

13.7(4) Lost and found items are deposited in room 107 Beardshear Hall. At the end of the academic year unclaimed items are given to charitable organizations dealing with used materials.

13.7(5) The use of cameras, tape recorders, and noisemakers is prohibited during performances in the various theatres, auditoria, ballrooms, and lounges. Such items may be impounded by university personnel and returned at the conclusion of the performance. Permission may be granted for an exception by the president of the university or the president's designee, to be announced publicly in advance.

13.7(6) Auditoria aisle doors will be closed when performances begin. Latecomers may not be seated until an appropriate program break. Standing in aisles during performances is not permitted, except by employees.

13.7(7) Smoking is prohibited in all rooms in which organized academic activity occurs: classrooms, seminar rooms, auditoria, teaching laboratories and gymnasias.

13.7(8) Food and beverages shall be consumed in academic buildings only in areas designated by the responsible departmental supervisor.

13.7(9) The following fees and deposits apply to the members of the public prior to admission to the university as students:

a. A \$10 fee is required to accompany an application submitted by a prospective student. This fee is not required from a student previously enrolled for full-time study at the university during a regular academic year, or an applicant to the graduate college or the college of veterinary medicine who has earned a degree from the university.

b. A \$25 deposit is required to accompany applications for contracts for residence hall accommodations. This deposit is refunded when the student leaves the university provided there has been no damage to the accommodations.

c. A \$25 deposit is required to be paid at the time a married student apartment is assigned to the prospective student. This deposit is refunded when the student leaves the university provided there has been no damage to the apartment.

681—13.8(262) Contracting authority. The state board of regents has delegated to the president authority to make contracts and agreements as specified in Iowa administrative rules, board of regents, 681—Chapter 8. The president has delegated authority for signing such agreements and contracts to the vice president for business and finance in all cases except the following:

a. Employment matters involving deans, directors, departmental executive officers and faculty are administered by the vice president for academic affairs.

b. Applications for grants for educational development and research from all sources are signed by the contracts and grants officer.

c. Supplies, equipment, and services to be ordered from sources outside the university in compliance with Iowa administrative rules, board of regents, 681—Chapter 8, are purchased only by means of purchase orders or purchase contracts approved and signed by the purchasing agent, and based on requisitions submitted to the purchasing agent.

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