

MEMORANDUM

TO: Faculty, Staff and Students, University of Iowa College of Law

FROM: Kevin Washburn, William N. Hines Dean and Professor of Law

DATE: November 16, 2018

RE: Delegation of Decision-making Authority to Associate Dean for Student Affairs with Regard to Programs and Exceptions Affecting Individual Courses



Effective today, I am delegating several important responsibilities regarding matters affecting individual students to the Associate Dean for Student Affairs and other key employees.

College of Law policy allows me to delegate several matters to other officials in the law school administration, particularly related to matters involving students. The authority for the delegation and the specific policies involved are set forth below.

Authority. The College of Law Faculty policy "Definition of 'Dean or Dean's designate'; delegation of decision-making authority by the Dean," adopted by the faculty on December 14, 2017, states:

When a faculty policy identifies the decision-maker as the "Dean or the Dean's designate," any decision-making authority granted to the Dean under a faculty policy may be delegated by the Dean to another person at the College of Law. The Dean may not delegate decision-making authority when the faculty policy identifies the decision-maker as the "Dean," unless otherwise required to do so by law or University policy. Delegations of routine decision-making authority shall be published in an open and conspicuous manner. In the event of a delegation, appeal of the designate's decision may be made to the Dean who may in the Dean's discretion review the decision. If no delegation is made, initial decision-making authority remains with the Dean.

Designations. Pursuant to this policy, I designate the following official as the "Dean's designate" for purposes of routine decision-making authority. Appeal of any decisions made by the designate may be made to me and I will use my discretion to determine whether or not to review the decision.

1. The Associate Dean for Student Affairs (current incumbent Carin Crain) is identified as the Dean's designate for purposes of Graduation Policies parts B.3, 6, 10, and 11, codified at Title II.D. of the Academic Policies and Procedures.
2. The Field Placement Program Director (current incumbent June Tai) is identified as the Dean's designate for purposes of Graduation Policies part B.4, codified at Title II.D. of the Academic Policies and Procedures.
3. The Associate Dean for Student Affairs is identified as the Dean's designate for purposes of the policy on Credit for Courses Taken Outside the University of Iowa College of Law, parts H.2 and 4 of the Academic Policies and Procedures.

4. The professor of record of the given field placement, clinic or simulation course in which the student seeks to enroll is identified as the Dean's designate for purposes of the policy on enrollment in field placement, clinic, and simulation courses, codified at Title III.D. of the Academic Policies and Procedures. (For example, if the student seeks to enroll in a clinical course, a clinical professor will be the Dean's designate for the purpose of this provision.)
5. The Associate Dean for Student Affairs is identified as the Dean's designate for purposes of the policy on Limitation on credits taken simultaneously, Title III.E. of the Academic Policies and Procedures.
6. The Associate Dean for Student Affairs is identified as the Dean's designate for purposes of the policy on Enrollment in summer session courses, codified at Title III.F. of the Academic Policies and Procedures.
7. The Associate Dean for Student Affairs is identified as the Dean's designate for purposes of the Course Dropping policy, codified at Title V.N. of the Academic Policies and Procedures.
8. The Associate Dean for Student Affairs is identified as the Dean's designate for purposes of the policy on Accommodations for students with limited English proficiency, codified at Title VII.B. of the Academic Policies and Procedures.
9. The Associate Dean for Student Affairs is identified as the Dean's designate for purposes of the Combined Degree Policy, Title X of the Academic Policies and Procedures.