Memorandum to Presidents

Date: May 16, 1973

From: Office of the Vice Chancellor for University Affairs

Subject: Alumni Affairs Directors

As Chancellor Boyer indicated at the March meeting of the Council of Presidents, he's very interested in submitting to the Division of Budget a proposal for the establishment of an alumni affairs director position at the State-operated campuses and within Central Administration. The Council expressed full agreement with this aim.

The Offices of University Affairs and Personnel and Employee Relations are collaborating in preparing such a proposal and hope to obtain approval in time to permit campuses to seek funds for the new position in the 1974-75 budget.

If we're to improve the probability of reaching this goal, we'll need your assistance. The justification for an alumni affairs position is presumably clear to us all at this point: without a professional staff member to guide and coordinate it, an alumni program cannot effectively fulfill its supportive mission. What is not clear, however, is the status of present alumni program efforts at the campuses. This information will be essential to preparing a thoughtful, factual, persuasive proposal. We would be very grateful, therefore, if you would give serious attention to the enclosed brief form and set yourselves a June 15 deadline for response.

This is, we think you'll agree, a questionnaire worth the time it takes to complete.

Thanks very much.

Clifton C. Thorne

Enclosure

cc: Chancellor Boyer
ALUMNI AFFAIRS POSITION QUESTIONNAIRE

1. If you have assigned a full-time position to alumni affairs:
   a. What is the position item? _______________________________________________
   b. What is the position title? ______________________________________________
   c. What is the incumbent's name? ___________________________________________

2. If the present full-time position is in professional title or rank:
   a. Is the position charged fully to the student-faculty ratio of the campus?
   b. Is the position charged partially to the student-faculty ratio of the campus? If so, what percentage of time is charged?
   c. Is the position not charged at all to the student-faculty ratio?

3. If you have assigned a part-time position to alumni affairs:
   a. What is the position item? _______________________________________________
   b. What is the position title? ______________________________________________
   c. What is the incumbent's name? ___________________________________________
4. If the present part-time position is in professional title or rank:
   a. Is the position charged to the student-faculty ratio?
      If so, what percentage of time is charged?

   b. What percentage of the incumbent's time is devoted to alumni
      affairs work?

   c. What percentage of the incumbent's time is devoted to other tasks?

   d. What are these other tasks?

5. To assist us in determining a PRP grade by type of campus, please
   indicate what grade you would assign the alumni affairs director at
   your institution.


Please return to:

Mr. Richard Gillman
Director of University Relations
State University of New York
99 Washington Avenue
Albany, New York 12210

Submitted by:

PLEASE NOTE DEADLINE DATE: JUNE 15, 1973
MEMORANDUM NO. 73-8

Distributed to State-operated Campuses on May 16, 1973 by Office of the Vice Chancellor for University Affairs

cc to: Chancellor Boyer (8 copies)

bcc to: Mr. Block
Mr. Dearing
Mr. Ertell (2 copies)
Mr. Ingler
Mr. Lanford
Mr. MacKenzie
Mr. Relihan
Mr. Smoot
Mr. Spindler