

August 23, 1968

MEMORANDUM

TO: Members of the Faculty and Administrative  
Officers

FROM: H. Malcolm Lovett

SUBJECT: Interim Administrative Organization

To maintain continuity during the period which lies ahead, the Campus Executive Committee organization which President Pitzer established to function in his absence will now act as an interim leadership body.

The Campus Executive Committee is chaired by Dean Gordon and is further composed of Chancellor Croneis, Dr. Sims, and Dean Topazio. The individual members of this group have authority within their own areas of operation as previously delegated. Further, authority in certain other areas is assigned as follows:

Dean Gordon: Undergraduate Affairs  
Graduate Studies

Dean Topazio: Library

Chancellor Croneis: School of Architecture  
Athletic Department  
Development Office

The Committee is authorized to act through its chairman on any matter requiring presidential authority. Dean Gordon is authorized to sign correspondence as the chief executive officer.

President Pitzer will assume full duties at Stanford on December 1. Until that time, he has agreed to advise and assist the Campus Executive Committee and others as appropriate. He and Mrs. Pitzer will maintain their residence at Rice through mid-October.

*H. Malcolm Lovett*