

**681—13.1(262) Organization.**

**13.1(1) *Statement of university mission.*** Iowa State University of science and technology is a public land-grant institution serving the people of Iowa, the nation, and the world through its interrelated programs of instruction, research, extension and professional service. With an institutional emphasis in areas related to science and technology, the university carries out its traditional mission of discovering, developing, disseminating and preserving knowledge.

**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.

A detailed listing of the university units is shown on the organizational chart contained in the university office procedure guide and on its Web site at the following address: <http://www.adp.iastate.edu/vpbf/prod/docs/opg/orgcht.htm>.

**13.1(3) *Operations.*** The provost oversees the academic and extension activities of the university.

The academic mission of the university is principally carried out through its nine colleges: graduate, agriculture, education, engineering, family and consumer sciences, liberal arts and sciences, design, business and veterinary medicine. The dean of each college is its chief administrative officer.

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 vice provost for extension.

The vice president for student affairs oversees the various services provided to students, including student activities, student health and student housing and dining.

The vice president for business and finance oversees the various business-related functions of the campus including physical plant, safety, accounting and purchasing.

**13.1(4) *Communications.*** Written and personal inquiry, submissions and requests should be addressed to the Office of University Relations, 2041 Communications Building, Iowa State University, Ames, Iowa 50011; or the office of the Board of Regents, 11260 Aurora Avenue, Urbandale, Iowa 50322-7905. 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 in the Office of the Vice President for Business and Finance, 1350 Beardshear Hall, or on line at the following address: <http://www.adp.iastate.edu/vpbf/prod/docs/opg/opg.htm>.