

**Guide to the Records of the Massachusetts
Institute of Technology Office of the
Vice President for Administration
AC.0554**

Records of James J. Culliton

Finding aid prepared by Elizabeth Phillips

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Summary Information

Repository	Massachusetts Institute of Technology. Institute Archives and Special Collections
Creator	Massachusetts Institute of Technology. Office of the Vice President for Administration
Title	Massachusetts Institute of Technology, Office of the Vice President for Administration, records of James J. Culliton
Date [bulk]	Bulk, 1994-1996
Date [inclusive]	1984-1996
Extent	6.0 cubic feet (6 record cartons)
Location	Materials are stored off-site. Advance notice is required for use.
Language	English

Citation

Massachusetts Institute of Technology, Office of the Vice President for Administration, Records of James J. Culliton, AC 554, box X. Massachusetts Institute of Technology, Institute Archives and Special Collections, Cambridge, Massachusetts.

Historical note

The Office of the Vice President for Administration was founded in 1994 as part of an administrative reorganization following the death of Vice President Constantine B. Simonides(1). The office was discontinued in 1996(2) and the areas of responsibility split between the Office of the Vice President of Finance and Treasurer and the Office of the Vice President for Human Resources and Equal Opportunity Officer(3).

In 1994, Vice President for Financial Operations James J. Culliton was appointed vice president for administration, a post he held until his death in 1996. Upon appointment, he took on responsibility for the Office of Admissions, Career Services and Preprofessional Advising, the Department of Athletics, and the Medical Department. Culliton retained responsibility for the Bursar's Office, the Registrar's Office, the Office of Sponsored Programs, and the Student Financial Aid Office(4). As a senior officer of the Institute, Culliton also served on the Academic Council.

Notes

- (1) Massachusetts Institute of Technology. *Reports to the President*, 1994-1995, p.473.
- (2) Record of the Faculty Meeting, Samuel M. Allen, 16 October 1996, box 6, MIT Faculty Meetings, Records, 1865- (AC 1), Institute Archives and Special Collections, MIT Libraries.
- (3) Massachusetts Institute of Technology. *Reports to the President*, 1996-1997, pp.5-6.
- (4) Stacey E. Blau, "Administration Reshuffled After Simonides' Death," *The Tech*, 7 February 1995, p.7.

Scope and Contents of the Collection

The collection is composed of records of the Massachusetts Institute of Technology. They primarily document James Culliton's term as Vice President for Administration from 1994 until his death in 1996, although there are a few records dating from Culliton's term as vice president for financial operations, 1984-1994.

In 1994, after the death of Vice President Constantine Simonides, Vice President for Financial Operations James J. Culliton was named Vice President for Administration. In his new role, Culliton was responsible for heading the Office of Admissions (box 1), Career Services and Preprofessional Advising (box 1), the Department of Athletics (boxes 1, 6), and the Medical Department (boxes 1-3). He continued to have responsibility for the Bursar's Office (box 1), the Registrar's Office (box 3), the Office of Sponsored Programs (box 3), and the Student Financial Aid Office (box 4). The collection documents the administration of these offices through budgets, space planning, memoranda, correspondence, and

minutes. Culliton's involvement with Academic Council is reflected in memoranda and minutes of the Council (boxes 4-5).

During the mid-1990s, MIT conducted a wide-ranging reengineering program, intended to examine and improve upon administrative office operations throughout the Institute. Culliton's involvement with this program is documented through correspondence, memoranda, and materials from meetings with Student Services (a sub-office of the Bursar's Office) (box 6). Other items of interest in the collection include surveys completed for the Administrative Computing Steering Committee (boxes 4-5), and budgets for and staff meeting notes from the Office of the Vice President for Administration (box 5).

Administrative Information

Publication Information

Massachusetts Institute of Technology. Institute Archives and Special Collections (Copyright 2005)

Revision Description

2009

Access note

The collection is open for research; however, in accordance with MIT policy, there may be restrictions on access to some of the records.

Intellectual Property Rights

Access to collections in the Institute Archives and Special Collections is not authorization to publish. Separate written application for permission to publish must be made to the Institute Archives. Copyright of some items in this collection may be held by respective creators, not by the creating office.

Related Materials

Related Materials in the Institute Archives

MIT. Office of the Vice President for Financial Operation. Records, 1964-1994. (AC 133).

MIT. Office of the Vice President in the Office of the President. Records of Constantine B. Simonides, 1960-1994. (AC 276).

MIT. Office of the Vice President for Administration and Personnel. Records of John Wynne, 1967-1980. (AC 414).

MIT. Office of the Vice President for Administration and Personnel, Records of Assistant James J. Culliton. 1969-1972. (AC 416).

Controlled Access Headings

Corporate Name(s)

- Massachusetts Institute of Technology. Office of the Vice President for Administration

Function(s)

- administration of employees

Personal Name(s)

- Culliton, James J.

Subject(s)

- equal opportunity
- Massachusetts Institute of Technology--History
- relations with employees

Administrative files

Collection Inventory

Series 1. Administrative files

Scope and Contents note

Correspondence, minutes, and notes between Culliton and groups reporting to him. Subjects include: Office of Admissions, Department of Athletics, Bursar's Office, Career Services and Preprofessional Advising, Medical Department, Office of Sponsored Programs, Registrar's Office, and Student Financial Aid Office. Arranged alphabetically.

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Series 2. Policy and Planning files**Scope and Contents note**

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