

Graduate School - Newark
By Laws

RUTGERS UNIVERSITY GRADUATE SCHOOL - NEWARK BY-LAWS

ARTICLE I. ADMINISTRATION

- a.) The Graduate School-Newark shall be administered by the Dean of the Graduate School, who shall be advised by an Executive Committee composed of the Program Directors from each of the Graduate School-Newark programs--thus guaranteeing representation to all constituent programs. (In the case of joint programs in which the Program Director is a member of another institution, the Rutgers 'Vice' or Co-Chair will be a member of the Executive Committee, with responsibility to coordinate Graduate School matters with the actual Program Director).
- b.) The Dean shall be authorized to appoint associate and assistant deans as necessary for the proper administration of the Graduate School.
- c.) Each graduate program shall be governed by its own bylaws adopted by the program faculty and approved by the Dean.
- d.) There shall be a director appointed by the Dean for each graduate program of the Graduate School. The Program Director shall be appointed for a term of not more than five years, in accordance with each graduate program's bylaws.

ARTICLE II. MEMBERSHIP

- a.) The President, the Newark Provost, the Dean of the Graduate School-Newark, the deans and directors of the various academic units of the Newark campus, and such additional persons as may be appointed at the discretion of the Executive Committee, shall be ex officio members of the Graduate Faculty.
- b.) Membership in the Graduate Faculty is accorded to faculty of the constituent programs of the Graduate School who are nominated and reviewed by their programs. Criteria for all categories of membership shall be the appropriateness of degrees earned, the level of professorial or professional appointment, scholarship and competence for graduate instruction. Scholarship and competence for graduate instruction will ordinarily be demonstrated by continuing participation in research, scholarly publication, and other professional activity.
- c.) Each graduate program shall develop criteria and a process for reviewing faculty appointments and reappointments to membership, to be submitted to the Dean for approval. When graduate programs have distinctive Master's and doctoral components, two sets of membership criteria can be established.
- d.) Membership decisions will be made by the Graduate School's Committee on Faculty and Student Review for those programs which do not submit acceptable plans. In addition, at the request of a Program Director or the Dean, individual appointments and reappointments may be referred to the Committee on Faculty and Student Review.
- e.) Graduate faculty must be reviewed at least once every five years. This review can be conducted through the individual program membership process or by the Graduate School Committee on Faculty and Student Review; for convenience, programs may attach their review

evaluation to the normal faculty personnel processes of reappointment, tenure, promotion, and post-tenure review.

f.) Programs may invite faculty to participate on a temporary basis of no more than two semesters, to teach and/or advise, without conducting a formal review.

ARTICLE III. POWERS AND DUTIES OF THE FACULTY

a.) The Faculty of the Graduate School, subject to the reserved powers of the Board of Governors and the statutes of the University, shall have the power and it shall be its duty to exercise jurisdiction over academic matters and to prescribe requirements for admission, curricula, and graduation; to recommend, through the President to the Board of Governors, those candidates who have fulfilled the requirements for the degrees of Master of Arts, Master of Arts for Teachers, Master of Arts in Liberal Studies, Master of Science, Master of Science for Teachers, Master of Public Administration and Doctor of Philosophy.

ARTICLE IV. MEETINGS

a.) The Faculty of the Graduate School shall meet at least once each semester upon at least one week's written notice of the meeting date. Additional meetings may be called upon at least one week's written notice of the meeting date: at the initiation of either the President, the Newark Provost or the Dean of the Graduate School; by a vote of the Executive Committee; or by a petition to the Dean of the Graduate School of at least ten members of the Graduate Faculty. All resolutions, reports and motions that commit the Graduate Faculty to any policy question shall be distributed to the voting members of the Graduate Faculty at least one week prior to the meeting at which the matter is to be considered.

b.) Graduate students who represent the Graduate School-Newark on the University Senate or on University committees may attend meetings with the privilege of voice, but without vote.

c.) Members of the other university faculties and all graduate students in programs under the jurisdiction of the Graduate School-Newark may attend meetings as observers.

d.) A quorum shall consist of 30 voting members; voting shall be by simple majority. Meetings shall be conducted according to Robert's Rules of Order, Newly Revised.

ARTICLE V. OFFICERS OF THE GRADUATE FACULTY

a.) There shall be two officers of the Graduate Faculty; the Dean of the Graduate School and the Secretary of the Graduate Faculty.

b.) The Dean of the Graduate School or the Dean's designated representative shall preside over meetings of the Graduate Faculty and the Executive Committee.

c.) The Secretary shall keep minutes of decisions taken at Faculty meetings and perform such other duties as from time to time shall be designated by the Dean. The Secretary is nominated by the Dean and approved by the Executive Committee on an annual basis.

ARTICLE VI. THE EXECUTIVE COMMITTEE

a.) The Executive Committee shall have the power and it shall be its duty to assume continuous responsibility on behalf of the Graduate Faculty for the general educational policies of the Graduate School. As the policy-setting group for the Graduate School, it will oversee the

administrative, procedural, and financial functioning of the school and serve as the School's planning committee.

b.) The Executive Committee may include such associate and assistant deans of the Graduate School as may be approved for membership by the Committee.

c.) The Executive Committee shall serve when necessary as an appellate body concerning decisions made by any of the standing committees of the Graduate School. In this capacity, the Executive Committee shall transmit its decisions to the Dean.

d.) The Executive Committee shall act for the Graduate Faculty, as necessary, between regular meetings of the Faculty, and shall advise the Dean of the Graduate School. Prior to acting for the Graduate Faculty on an important issue, the Committee shall make every effort to inform the Faculty about the impending matter in order to permit, if desired, the convening of a special Faculty meeting under the provisions outlined above.

e.) The Executive Committee shall establish a procedure by which the performance of the Dean and the Associate and Assistant Deans may be evaluated from time to time. Any report or recommendation arising from the evaluation may be referred to the full Graduate Faculty, at the discretion of the Executive Committee.

f.) The Executive Committee shall meet at least once each academic semester. Additional meetings may be called at the initiation of the Dean of the Graduate School, by petition of ten voting members of the Graduate Faculty, or by agreement of five members of the Executive Committee.

ARTICLE VII. STANDING COMMITTEES

a.) In addition to the Executive Committee, the Graduate School-Newark is governed by two standing committees: the Committee on Faculty and Student Review (Membership Committee) and the Committee on Academic Programs and Policies (Courses of Study Committee).

b.) The Dean shall be an ex officio member of all standing committees of the Graduate Faculty.

c.) Each standing committee shall elect a chair at the first meeting of the academic year.

d.) Committee membership is program-based to ensure program participation.

Consequently, the Committee on Faculty and Student Review and the Committee on Academic Programs and Policies will each have representatives from one-half the programs. To guarantee continuity in policy-making and decisions, the term of service for committee members will be two years.

Section 1. Committee on Faculty and Student Review (Membership Committee)

a.) The Committee on Faculty and Student Review handles all matters relating to faculty and students.

b.) In cases where the Committee on Faculty and Student Review evaluates nominees for appointment and reappointment to the Graduate Faculty, the evaluation will be forwarded to the Dean.

c.) It shall be the duty of the Committee on Faculty and Student Review to recommend to the Faculty of the Graduate School criteria for admission of graduate students and to ensure that the Office of Admissions adheres to the admissions standards set by the Graduate Faculty.

d.) It shall also be the duty of the Committee to recommend to the Faculty criteria for the administration of scholarships and fellowships that may be available for students in the Graduate School, and to supervise on behalf of the Faculty any distribution of such scholarships and fellowships.

d.) The Committee on Faculty and Student Review shall serve as the Graduate School's Hearing Board in matters of student discipline for non-separation offenses. The hearing procedure followed shall be that of the University Student Hearing Procedure.

Section 2. Committee on Academic Programs and Policies (Courses of Study Committee)

a.) The Committee on Academic Programs and Policies is responsible for reviewing and recommending to the Faculty at its next meeting: new instructional programs or substantial changes in existing programs, new or restructured courses, graduate certificate programs, and graduate distance education initiatives. It also handles other academic matters as needed. A list of such actions shall be circulated to the Faculty of the Graduate School at least once each semester. It shall also be the duty of the Committee to maintain a continuing review of all instructional programs and to recommend to the Dean of the Graduate School and the Executive Committee ways of increasing their quality and effectiveness.

ARTICLE VIII. AMENDMENTS

a.) The Bylaws of the Graduate School may be amended at a meeting of the Graduate Faculty, provided that the amendment has been submitted to the Faculty no fewer than ten school days before the date of the meeting to consider the amendment, or the Bylaws of the Graduate School may be amended by a mail ballot, provided that a text of the proposed amendment has been mailed to the entire voting membership of the Graduate Faculty no fewer than twenty school days before the ballots are tallied.