Article I: Definitions and Responsibilities

Section 1. The Faculty of the School of Criminal Justice of Rutgers, The State University shall consist of the President of the University, the Senior Vice President for Academic Affairs, the Provost for Rutgers in Newark, the Dean, the professors, the instructors who have served at least one year, members of the research and extension staff of the School of the equivalent rank and service, visiting faculty and lecturers, all professional administrative officers who are concerned with education and research programs in the School and emeriti.

Section 2. The voting faculty of the School of Criminal Justice shall include only those faculty holding full-time, term and continuing academic appointments in the School and professional administrative officers designated by majority vote of the entire voting faculty. Other officers of the University may be made voting members of the faculty by majority vote of the entire voting faculty.

The voting faculty of the School of Criminal Justice is responsible for the establishment of policies and standards for the School and for activities to maintain them within general regulations of the University and as provided hereinafter by these by-laws.

Article II: General Faculty Meeting

Section 1. General Faculty Meetings shall be held at scheduled times and at least once each term. At least one shall be held within a month of the opening of classes at the beginning of each school academic year, and one during the 30-day period immediately prior to commencement at the end of the academic year. One-half of the voting faculty shall constitute a quorum. A majority vote shall prevail on any motion at a General Faculty Meeting except where different procedures are specified in these by-laws.

Section 2. The Dean of the School of Criminal Justice shall be the presiding officer of the General Faculty Meetings unless the President of the University is present and
wishes to preside. The Chairperson of the Faculty shall chair the General Faculty Meeting in the absence or incapacity of the Dean or President.

The Chairperson of the Faculty and the Secretary to the Faculty shall be elected by the faculty of the School (Article III, Sections 2 and 3).

General Faculty Meetings may be called by the President of the University, by the Dean or, in the absence or incapacity of the Dean, by the Chairperson of the Faculty. A meeting must be scheduled within one week following a written request by one-third or more of the voting faculty to the Dean or, in the Dean’s absence or incapacity, to the Chairperson of the Faculty.

Section 3. Due notice of all General Faculty Meetings shall include circulation of the agenda of the meeting at least two days in advance of such meeting. Any student or faculty member may request the Secretary of the Faculty to place an item on the agenda. Two or more persons entitled to vote in a General Faculty Meeting may require an item be placed on the agenda, provided the request is in sufficient time to permit due notice. At any General Faculty Meeting, action may be taken on any matter falling within the authority of the Faculty even though it is not on the agenda, provided those in attendance and eligible to vote unanimously agree to consider such a matter.

Section 4. Student representatives and such other persons as may be specifically designated by the voting faculty may attend and participate in General Faculty Meetings.

Article III: Elections

Section 1. Whenever there shall be a vacancy in the office of the Dean of the School of Criminal Justice, the Chairperson of the Faculty shall submit the Faculty recommendations concerning the office of the Dean to the President as arrived at majority vote of the voting faculty and the distribution of any vote shall be reported to the President by rank of the faculty.
Section 2. The Chairperson of the Faculty shall be elected by the voting faculty from among the tenured members of the faculty and shall serve a term of one year. He or she shall call and chair meetings of the faculty and exercise such other responsibilities as provided pursuant to the by-laws of the School of Criminal Justice.

Section 3. The Secretary to the Faculty shall be elected by the voting faculty and shall serve a term of one year. He or she shall (in consultation with the Dean) prepare the annual schedule and agenda of General Faculty Meetings. The Secretary shall circulate the agenda for such meetings to all persons whose attendance is required at the meetings, record the action taken and prepare and circulate to all faculty minutes of such meetings, keep a book of minutes of proceedings, send to the Secretary of the University immediately after every meeting a copy of the minutes of that meeting, and perform such other duties as the voting faculty shall from time to time direct. In that person’s absence or incapacity, the Dean shall designate an alternate to serve instead.

Section 4. The Senators to the Senate of Rutgers, The State University, shall be elected from among and by the voting members of the faculty and shall serve such terms and shall represent the School of Criminal Justice as provided in the rules and by-laws governing the Senate of Rutgers, The State University.

Section 5. The elections to all offices as defined in these by-laws shall be conducted during the 30-day period prior to commencement at the end of the academic year. Those elected shall hold office until the end of an academic year and until their successors are qualified and elected. The balance of any term vacated during the academic year shall be filled at the next General Faculty Meeting.

Article IV: Organization and Committees

Section 1. There are hereby created the following standing committees which shall report to the faculty: Committee on Courses of Study, Committee on Admissions and Awards, Committee on Research and Publications, Committee on the Library, Committee on Scholastic Standing, Committee on Administrative Services, and Committee on the Program Resources Center.

Other standing committees may be established from time to time by majority vote of the
Section 2. All standing committees and their chairpersons shall be appointed annually by the Dean after consultation with the voting faculty. The Dean shall also appoint all ad hoc or temporary committees and their chairpersons. Students and any other persons associated with the School of Criminal Justice may be appointed to standing, ad hoc or temporary committees and participate and vote in such committees.

Section 3. There is hereby established a Committee of Review which shall consist of no more than four members. Membership on this Committee shall be open only to persons on indefinite tenure. The faculty may annually elect one or more members as may be determined by the faculty, and the Dean may appoint an equal number. This Committee shall have advisory powers only. It may report to the Dean or to the Provost, Rutgers in Newark, or to the President, or to the Governors; and it may in its discretion make reports also for the information of the faculty. The Committee shall counsel and advise any member of the faculty who seeks such advice with respect to any problem affecting his or her status as a member of the University. The Committee may also on its own initiative make suggestions as to personnel matters to the administrative officers.

During any academic year in which members of the Committee on Review have not been elected, none shall be appointed by the Dean; provided, however, that any faculty member may then at any time request the Dean to appoint an Ad Hoc Committee on Review, and it shall thereupon by the duty of the Dean to appoint such an Ad Hoc Committee in order to address appropriately the specific concerns of the faculty member.

Section 4. There is hereby established an Advisory Committee on Appointments and Promotions, subject to the same provisions as to membership and powers as the Committee of Review, as set forth in Section 3. The Committee shall advise the Dean as to appointments, reappointments, promotions, retirements, and personnel procedures generally. In the case of appointments, reappointments, or promotions into and within tenure rank, the recommendations of the Committee shall also be forwarded to the Provost for Academic Affairs, Rutgers in Newark. The Committee may also on its own initiative make suggestions as to personnel matters to administrative officers.

Section 5. There is hereby established a Faculty Committee on Initial Review for appointments and promotions, consisting of all voting faculty not members of either the
Committee on Appointments and Promotions or the Committee on Review. It shall be the responsibility of this Committee to act as the Departmental Appointments and Promotions Committee for the School of Criminal Justice, except that preparation of appointment and promotion materials shall be initiated by the Committee on Appointments and Promotions. In considering personnel recommendations, only those faculty members who are themselves at or above the proposed rank being considered shall be entitled to vote.

Section 6. The creation of an ad hoc or temporary committee does not require Faculty action, but its authority must be confirmed by majority vote of the voting Faculty before its reports can be received by them.

Section 7. The Committee on Courses of Study shall consist of not less than three voting faculty members of which one will be Chairperson.

The Committee shall make recommendations to the Faculty concerning the overall academic program of the School of Criminal Justice. It shall also make recommendations on course requirements for students, examination and grading policies and curriculum to be presented by the School. With the approval of the faculty the Committee shall administer and implement the curriculum and educational policies of the School of Criminal Justice.

Section 8. The Committee on Admissions and Awards shall consist of not less than three voting members of which one will be Chairperson.

The Committee shall make recommendations to the Faculty on criteria for the admission of students to the School of Criminal Justice, policies governing the awards of stipends and fellowships and programs for the recruitment of students. With the approval of the faculty, the Committee shall administer and implement the admissions, awards and student recruitment policies of the School of Criminal Justice.

Section 9. The Committee on Research and Publications shall consist of not less than three faculty members of which one will be Chairperson.
The Committee shall make recommendations to the faculty on research programs which may be sponsored by the School or in cooperation with other programs in the University or other universities or agencies outside of it, and on policies regarding publications of the School of Criminal Justice. With the approval of the faculty, the Committee shall be responsible for the administration and implementation of the research and publication policies of the School of Criminal Justice.

Section 10. The Committee on the Library shall consist of not less than three faculty members of the School of Criminal Justice of which one will be Chairperson.

The Committee shall make recommendations to the faculty for the improvement of the library functions and services. With the approval of the faculty, it shall implement policies with respect to library services as may be designated at a General Faculty Meeting.

Section 11. The Committee on Scholastic Standing shall consist of not less than three voting Faculty members of which one will be Chairperson.

The Committee shall within the policies approved by the Faculty, formulate conduct and arrange for grading of the general examinations required of all students for admission to candidacy for a degree in the School of Criminal Justice.

The Committee shall also make such recommendations as may be necessary to the Faculty concerning the adequacy of the academic performance of individual students in the School of Criminal Justice.

Section 12. The Committee on Administrative Services shall consist of not less than three faculty members of which one will be Chairperson.

The Committee shall make recommendations to the Faculty on matters affecting the non-academic, internal organizational policies of the School and policies affecting clerical and technical personnel.
Section 13. The Committee on the Program Resources Center shall consist of not less than three faculty members of which one will be Chairperson.

The Committee shall make recommendations to the Faculty concerning programs which may be sponsored by the Program Resources Center of the School and which involve continuing education or program development/evaluation. The Committee shall also provide administrative coordination of the various projects within the Center.

Article V: Adoption and Amendments

Section 1. These by-laws shall take effect immediately upon adoption by a two-thirds vote of the full membership of the voting faculty at a meeting called for that purpose by the Dean.

Section 2. Should any of these by-laws be found in conflict with the policies of Rutgers, The State University, of the University Board of Governors, of the University Board of Trustees, or with regulations adopted by the University, this amendment shall be the first order of business at the next General Faculty Meeting.

Section 3. Proposed amendments of these by-laws shall be circulated to the entire faculty at least one week prior to the meeting at which they will be considered and shall not be altered during said meeting except by unanimous consent. Notification by such circulation shall expire unless adoption follows or unless consideration is delayed to a specific date.

Section 4. Amendments to these by-laws shall be adopted upon favorable vote by two-thirds of the entire voting faculty.