



## RUTGERS POLICY

**Section:** 50.1.9

**Section Title:** Administrative Governance

**Policy Name:** Legislative Bodies - Organization

**Formerly Book:** 2.1.2

**Approval Authority:** Board of Governors

**Responsible Executive:** Secretary of the Boards

**Responsible Office:** Secretary of the Boards

**Originally Issued:** 1959

**Revisions:** 9/90

**Policy:**

Organization of the Legislative Bodies

- A. The Dean of each college, school, or Faculty shall be the presiding officer at the meetings of the legislative body unless the President of the University or the campus Provost is present and presides. A secretary shall be elected by the legislative body of each college, school, or faculty.
- B. Each legislative body shall make provision for the following standing committees, which shall report to the legislative body: Courses of Study, Rules of Procedure, and such other committees as are required in each body by these Regulations. Other committees may be added if the legislative body desires. The legislative bodies of schools and colleges shall also make provision for the following standing committees, which shall report to the legislative body and which, in the case of graduate schools, may be organized at the level of individual graduate programs: Admissions, Scholastic Standing. The legislative bodies of faculties and those professional schools and colleges which maintain budgetary appointments for faculty members shall further make provision for an Advisory Committee on appointments and promotions.
  - (1) There shall be an Admissions Committee in each undergraduate college, whose members shall be members of the legislative body of the college, including the Dean of the college as an ex-officio member. The responsibilities of the Admissions Committee

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shall be:

- a. To recommend to the legislative body of the college specific policies governing the admission of students to the college, within the guidelines of the Rutgers University Undergraduate Admissions Policy;
  - b. To establish specific college policies and admissions standards, with the consent of the legislative body of the college, in order to guide the Admissions Office in making decisions about admissions, to delegate to the Admissions Office responsibility for making such decisions, and to assist the Admissions Office in reviewing individual applications when the college policies do not result in a clear decision. Final responsibility for admissions decisions rests with the college Admissions Committee;
  - c. To make recommendations about and to review annually the content of communications from the University to the secondary schools, as well as to two-year community colleges from which students may transfer to units of the University, so that these communications reflect the college's mission and convey its admissions policies to prospective students;
  - d. To review periodically the college admissions policies, and, in particular, to review the indicators used in the admissions process and the weights given to these indicators;
  - e. To report annually to the legislative body of the college on the extent to which admissions practices reflect the college's admissions policies;
  - f. To recommend to the legislative body of the college admissions policies which encourage prospective students to take the more difficult and challenging courses that their high schools offer;
  - g. To determine what sanctions are to be applied, and under what circumstances, to already admitted students whose grades in the senior year of high school show a marked decline, or who drop senior year courses.
- (2) There shall be a Rutgers University Admissions Committee whose membership will include the chairs of the college Admissions Committees and representatives of the Provosts' offices, Senate, the Faculties of Arts and Sciences, the Undergraduate Admissions Office, and the Administration. The chair of the committee will be elected by the members from among those who are members of legislative bodies. This committee will have the following functions:
- a. To review regularly the Rutgers University Undergraduate Admission Policy and the implementation of that policy by the college Admissions Committees and the Undergraduate Admissions Office;
  - b. To discuss the efficacy of the University's admissions policy and practices;

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- c. To make recommendations to the University Senate concerning changes in the Rutgers University Undergraduate Admissions Policy;
  - d. To make recommendations about and to review annually the content of communications from the University to the secondary schools, as well as to two-year community colleges from which students may transfer to units of the University, so that these communications reflect the University's mission and convey its admissions policies to prospective students;
  - e. To interpret and provide guidelines for implementation of the Rutgers University Undergraduate Admissions Policy;
  - f. To provide guidance concerning criteria for admission;
  - g. To discuss and resolve those issues concerning admissions which pertain to all undergraduate colleges, which cross collegiate lines, and which involve the colleges and the Undergraduate Admissions office.
- (3) There shall also be a Committee of Review in each legislative body, not to exceed four members, except that in Cook College the number of members shall not exceed six. Membership on this committee shall be open only to persons on indefinite tenure. The legislative body shall annually elect one or more members as may be determined by the legislative body, and the Dean of the college or school shall appoint an equal number. This committee shall have advisory powers only. It may report to the Dean of the college or school, or the provost, or the President, or the Governors, and may in its discretion make reports also for the information of the legislative body. The duties of the committee shall be to counsel and advise any member of the legislative body 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.
- (4) There shall also be at least one Advisory Committee on Appointments and Promotions in each faculty. The duties of an Advisory Committee on Appointments and Promotions shall be to advise the Dean of the Faculty, college, or school as to appointments, reappointments, promotions, retirements, or personnel procedures generally. In the case of appointments, reappointments, or promotions into and within tenure rank, the recommendations of the Committee will also be forwarded by the Dean to the Provost. The Committee may also on its own initiative make suggestions as to personnel matters to administrative officers. An Advisory Committee on Appointments and Promotions shall consist of from four to six tenured faculty members from allied disciplines. The members shall be appointed by the Dean, with the approval of the Provost, and the Dean shall have the option of including on the Committee one or more faculty members from other units of the University. Deans will consult with their faculties as to the number of Advisory Committees on Appointments and Promotions in their unit, their sizes, and their composition by discipline or field. A member of an Advisory Committee on Appointments and Promotions shall not

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participate in the evaluation of an appointment, reappointment or promotion to a rank higher than his or her own.

- (5) There shall be a Planning Committee in each legislative body, which shall consist of no fewer than five members, with an option for student members if that legislative body so chooses. The continuing duties of this committee will be to advise the Dean 1) on program priorities in the area of line assignments, teaching, research, and service in relation to resources to be allocated to the college, school, or Faculty and 2) on long range planning (three to five years) in the areas listed above. Each legislative body will promulgate specific criteria and procedures by which the character and number of members of the Planning Committee will be determined to best serve the educational unit. Nothing in this regulation shall abrogate the duties or responsibilities of the Dean and department chairpersons detailed in University Regulations 1.2.3.A and 1.2.4.A respectively, nor shall it in any way abrogate the rights and responsibilities of the faculties as stated in the University statutes under statements on academic freedom.
- (6) There shall be an Executive Committee or Council of the legislative body of each Graduate School, which shall consist of the Dean and twelve members of the legislative body elected by the legislative body for terms of three years each. The terms of the members of the Executive Committee or Council shall be so arranged that the terms of one third of the elected membership shall expire annually. The Executive Committee may act for the legislative body in accordance with rules adopted by the legislative body, and serve in an advisory capacity to the Dean.
- (7) The President may from time to time appoint Coordinating Councils consisting of members of the faculty from related units or fields of study which are active on more than one campus. The President shall appoint a chair, designate terms of service, and issue a charge to each such Council, which shall in turn forward its recommendations to the President and to the appropriate Provosts and Deans.