

HANDBOOK OF THE RUTGERS UNIVERSITY SENATE

Revised August 2000

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THE UNIVERSITY SENATE'S ENABLING REGULATIONS

(As revised December 1991 by the Board of Governors)

2.2.0. THE UNIVERSITY SENATE

2.2.1. Membership and Organization of the Senate

A. Definitions

(1) The term "faculty member" as used in paragraphs B(1), B(3), B(4), B(5), and B(6) with respect to eligibility to vote for a representative and/or to be elected to the Senate shall refer to full-time faculty members of the University holding the rank of professor, associate professor, assistant professor, instructor, or the equivalent academic ranks.

(2) The term "faculty member" as used in paragraphs B(2) and C(1)-(6) with respect to being counted for the purpose of determining the entitlement of a unit shall refer to all budgeted instructional, research, and extension faculty lines assigned to each Faculty, college, school and division of the University in the fall semester of each academic year.

(3) The term "full-time equivalent student" as used in C(1), C(2), C(3), C(4) and D(1) shall be defined as the number of full-time students plus two-fifths the number of part-time students matriculated in each school or college in the fall semester of each academic year.

(4) The term "Graduate Schools" as used in B(2) and C(4) shall refer to the Graduate School-Newark, the Graduate School-New Brunswick, and the Graduate School-Camden.

B. Voting Membership and Procedures

(1) The voting members of the University Senate shall be the faculty senators, elected by and from the faculty members of the Faculties, colleges, schools, campuses, and other units of the University as described in C(1)-(5), the student senators as described in section D, and six representatives elected by the Alumni Federation. The President of the University, the University Vice President for Academic Affairs, the Provost-Newark, the Provost-Camden, the University Librarian, the dean of each Faculty, school and college, and two additional members of the administrative staff to be named by the President shall be voting members of the Senate. The Senate may also appoint non-voting members.

(2) The President of the University or his/her designee shall certify to the Secretary of the Senate the number of faculty members and full-time equivalent students in each unit and the number of members and associate members of the graduate faculties on December 1 of each year for the purpose of determining the faculty representation for the following academic year. A faculty member shall be counted only in the unit to which his/her faculty line is budgeted, with the exception that a member of the faculty of one of the regional campus graduate schools will be counted as a faculty member of that graduate school in accordance with C(4) below, in addition to his/her home division.

(3) The election of faculty senators shall be in accordance with their unit's bylaws and shall be at-large within each unit unless otherwise provided in the unit's bylaws.

(4) For the purpose of voting for a representative to the University Senate and/or being elected to the University Senate, a faculty member, excluding members of the graduate faculties, shall have eligibility to vote and/or to be elected in the unit in which the largest share of her/his line is budgeted, providing that in the event a line is equally distributed between or among academic units, such faculty member shall choose and thereafter continue to be associated with the chosen unit for the purposes set forth in this paragraph, except that Assemblies shall decide how faculty senators from Douglass College, Livingston College, Rutgers College, and University College-New Brunswick are to be elected, and each faculty senator from those four colleges shall be or shall become a Fellow of the college represented.

(5) Faculty senators shall normally serve a term of three years. The terms of faculty senators shall be specified by the Executive Committee of the Senate in accordance with the principle that approximately one-third of the terms of faculty senators from each unit shall end each year, without excluding the possibility of re-election. The term of faculty senators shall begin on July 1.

(6) When an elected faculty senator leaves the unit from which the senator is elected, the respective Senate seat shall be deemed vacant. When an elected faculty senator assumes a new position within the unit from which the senator is elected (i.e., a position other than that of a faculty member as defined in section A above), then the Senate seat shall be declared vacant if the senator is not eligible to be elected to the Senate from the new position in accordance with the respective unit's bylaws at the time the senator assumes his/her new position. Vacancies when this occurs shall be filled in accordance with the

respective unit's bylaws.

(7) All students who are candidates for a degree at the University shall be eligible to vote for and to be elected as student senators. The time, place, and manner of the election of student senators shall be determined by the student governing body in each of the schools and colleges of the University. Student senators shall serve for a term of one year without excluding the possibility of re-election. When an elected student senator leaves the unit from which the senator was elected, the respective Senate seat shall be deemed vacant, and the vacancy shall be filled in accordance with the respective student governing body's bylaws. Student senators shall have full rights to participate in the affairs of the Senate, including voting and holding office. The term of student senators shall begin on July 1.

(8) The presidential nominations of two members of the administrative staff shall be for term of one year and shall be forwarded to the Secretary of the Senate by June 15 each year. When individuals hold multiple titles of administrative positions which are included in paragraph B(1) for voting membership in the Senate or when vacancies exist in administrative positions which are included in paragraph B(1) for voting membership in the Senate, the President of the University may designate other members of central or regional administration to serve in lieu of the affected positions as voting members of the Senate until the titles are separately held or the vacancies filled. The names of designees shall be forwarded to the Secretary of the Senate.

(9) When an elected senator will be on leave for a period of one semester or more, he or she shall inform the Secretary of the Senate and the dean (or the provost if an at-large senator) that he or she will be on leave and state whether or not he or she can attend to Senate business during that time; the dean (or provost) will then seek the advice of that faculty or student governing body, as appropriate, as to whether or not they wish to have a replacement elected according to the bylaws of that unit for the period of the leave of the regularly elected senator.

C. Faculty Representation

(1) The University Senate shall have its faculty membership distributed among the units of the University in proportion to the number of faculty members or full-time equivalent students in each unit as provided in C(2) through C(6) below, to be elected in accordance with each unit's bylaws. In addition, each of the three geographic campuses shall elect three senators-at-large.

(2) Each undergraduate and graduate professional college or school shall be entitled to the larger number of faculty senators based upon: (a) one senator for each 45 budgeted faculty lines or major fraction thereof, or, (b) one senator for each 600 full-time equivalent students or major fraction thereof, except that each school or college shall be entitled to at least one representative. This provision applies to those undergraduate and graduate and professional colleges or schools not specifically included in C(3) below.

(3) Faculty representation for the Faculty of Arts and Sciences-New Brunswick, the Edward J. Bloustein School of Planning and Public Policy, Douglass College, Livingston College, Rutgers College and

University College-New Brunswick; for the Faculty of Arts and Sciences-Newark, the Newark College of Arts and Sciences, and University College-Newark; and for the Faculty of Arts and Sciences-Camden, Camden College of Arts and Sciences, and University College-Camden shall be the larger number based on the same formula as provided in C(2) (one per 45 budgeted faculty lines or 600 full-time equivalent students), and the number for each campus shall be distributed as follows: one-half to the colleges and one-half to the Faculty or Faculties (in case the number is uneven, the extra senator is to be assigned to the Faculty or Faculties); for the colleges, the number is to be divided among the appropriate units on each campus in proportion to FTE student enrollment, except that each college shall have at least one representative; for the Faculties of a campus, the number is to be divided in proportion to faculty lines, except that each Faculty shall have at least one representative. The provisions of this paragraph are to be reviewed after three years of application.

(4) The graduate schools shall be entitled to a number of faculty senators which is the greater of: (a) one senator for each 45 budgeted faculty lines or major fraction thereof plus one senator for each additional 200 members and associate members of that graduate school faculty or major fraction thereof, or (b) one senator for each 600 full-time equivalent students, or major fraction thereof.

(5) The University Libraries shall be represented by one senator for each 45 budgeted faculty lines or major fraction thereof.

(6) Other research and academic units on a campus shall collectively comprise one unit (for the purpose of Senate representation) which shall be entitled to one senator for each 45 budgeted faculty lines or major fraction thereof. This provision shall include the research and academic units as maintained on a current listing by campus in the Office of Academic Planning and Program Development, as provided in Section 1.3.2. of University Regulations, unless such units are otherwise provided for above, plus any faculty lines budgeted to the Division of Continuing Education.

D. Student Representation

One student senator shall be elected for each 900 full-time equivalent students, or major fraction thereof, of each school or college offering degrees, except that each school or college shall be entitled to at least one student representative.

E. Officers

(1) The elected officers of the Senate shall consist of a chairperson and vice chairperson who shall be elected from among the voting membership of the Senate. At least one of these officers shall be a member of one of the schools, colleges or faculties in Newark or Camden. The officers of the Senate shall assume office on July 1 following the date of their election and shall serve for a period of one year.

(2) The chairperson of the Senate shall serve for no more than three consecutive one-year terms.

F. Executive Committee

There shall be an Executive Committee of the Senate consisting of the chairperson, vice chairperson, four faculty members, two student members and one voting alumni member elected from the Senate. The immediate past chairperson of the Senate shall become an additional member of the Executive Committee, with vote, for one year following his/her chairpersonship. Members of the Executive Committee shall assume office on July 1, following the date of their election, and shall serve for a period of one year. The Executive Committee shall be responsible for coordinating the activities of the Senate and its committees, exercising such powers as the Senate may delegate to it and acting on its behalf between meetings of the Senate. At least one representative from each major campus (Camden, Newark, and New Brunswick) shall be elected to serve on the Executive Committee. If the Executive Committee deems a member to be excessively absent from its meetings, it may request that member's resignation or recall from the Executive Committee. Vacancies on the Executive Committee shall be filled by the Executive Committee nominating a replacement, which shall be voted upon by the Senate at its next meeting. Other nominations may be made from the floor at that time.

2.2.2. Duties and Powers of the Senate

A. The Senate shall concern itself with all academic matters pertaining to the University. Taking into account the diverse functions of the separate units of the University, it shall establish minimum standards respecting admission, scholarship and honors. The Senate shall also regulate formal relationships among academic units within the University, including the organization of the disciplines, recommend norms for teaching loads, and establish the University calendar. The Senate shall in addition have such other powers as the Board of Governors may delegate to it.

B. The Senate shall advise the President on matters of broad educational and research policy, which matters include but are not limited to: (a) budget priorities and allocations and general planning, (b) the establishment or dissolution of colleges, schools, divisions, institutes, and similar educational units, (c) special affiliations and programs, (d) regulations affecting students and faculty, such as those concerning academic freedom, equal opportunities, and personnel practices and procedures, and (e) such changes in educational and research policy as are covered in the *University Regulations and Procedures Manual*. The Senate may also initiate action on these matters. The President of the University shall act on such matters only after having received the advice of the Senate or after giving the Senate a reasonable time in which to present its views. If there is a question as to whether a matter is of broad educational and research policy, the Senate Executive Committee shall be informed in order to determine Senate action on that matter. When special circumstances require prompt action, and when the Senate as a body is either out of session or not available for timely consultation, the President shall ask the Executive Committee of the Senate to convene as expeditiously as possible, in order to hear the reasons why emergency action seems necessary and to provide counsel on both the assessment of the situation and the proposed course of action. If the full membership of the Senate Executive Committee cannot be convened within a reasonable period of time, the President shall consult with such members as can be convened by the Secretary of the Senate. At the earliest possible opportunity, a report on such emergency action shall be presented to the full Senate.

(1) The President of the University shall, with respect to such matters, communicate to the Board of Governors, or to any other such agency to which he or she may report, the views of the Senate along with his or her own report and/or recommendation. Either at the request of the President or the Board of Governors, or upon its own initiative, the Senate may by resolution advise the President or the Board of Governors on any matters of concern to the University. The Senate shall be informed of the President's recommendation on matters on which the Senate has taken action prior to the meeting of the Board of Governors or its appropriate committee. Whenever the Board of Governors or one of its committees is considering a recommendation from the Senate, an appropriate additional representative of the Senate shall be invited to present the views of the Senate. The President shall inform the Senate of the disposition of all of its recommendations.

(2) In matters of significant consequence to the University's broad educational and research policies, a representative of the University Senate may appeal, on the Senate's behalf, to the Educational Planning and Policy Committee of the Board of Governors an action of the President of the University in which the representative alleges that the President has acted contrary to any of the following provisions: policy of the Board of Governors; these Regulations; State or Federal law; a contract to which the University is a party except contracts involving collective bargaining; practice well established in the absence of Board policy or University Regulation; or the University's best interest in an action which establishes a policy in a matter not regulated by any of the foregoing. If the Educational Planning and Policy Committee finds that the decision questioned is consequential and that the issue requires interpretation under any of the provisions above, the Committee will request the advice of the Senate on the issue if that has not already been offered and will refer the question to the Board of Governors for resolution.

C. Any major decision in any academic or administrative matter affecting the faculty or students made at a departmental, college or any other internal level which requires prior consultation with the affected bodies, under provision of a policy of the Board of Governors, of these Regulations, of State or Federal law, of a contract to which the University is a party except contracts involving collective bargaining, or of a practice well established in the absence of Board policy or University Regulation, or which establishes a policy in a matter not regulated by any of the foregoing provisions, may be appealed to the University Senate by the faculty or any division thereof or the student governing body of any interested unit of the University on the ground that the faculty or student body was not adequately consulted prior to making the decision. The appeal shall be made in writing, and shall include copies of any relevant document and a short statement of the reasons why the appellant believes this paragraph of University Regulations is applicable and the decision should be reconsidered. If the Senate decides to hear the appeal, the decision shall be suspended while the appeal is pending unless the President of the University determines that it is not practical to do so. If the President so determines, he or she shall set forth in writing the reasons for his or her action. The Senate may exercise its power directly or provide that appeals be heard and decided by a committee. The Senate will not conduct a new hearing for the purpose of taking testimony but will act on the record of the committee's proceeding. The record will include a finding of facts on which the committee based its conclusions.

2.2.3. Procedures

- A. The Senate Executive Committee, prior to April 1, shall appoint a nominating committee to select candidates for the office of chairperson, vice chairperson, and for membership on the Executive Committee and all other officers and representatives that are to be elected by the Senate. The report and/or sample ballot of the committee shall be circulated to members of the Senate-elect at least ten days before a special meeting of the Senate-elect to be held in May for the purpose of electing officers.
- B. The Senate shall meet at a stated time at least once each month during the academic year. In addition, the chairperson or the Executive Committee may convene a meeting of the Senate at any time; the chairperson shall convene a meeting on the written request of any ten delegates or at the request of the President of the University.
- C. The Senate Executive Committee will ordinarily meet monthly during the calendar year and shall regularly meet with the President or Executive Vice President and Chief Academic Officer to discuss matters of mutual concern.
- D. A quorum of the Senate shall consist of one-third of the voting membership.
- E. The chairperson, Executive Committee or the Senate, by resolution, shall have the power to invite any person to address the Senate. The meetings of the Senate shall ordinarily be open.
- F. The Senate may authorize the Executive Committee to act on its behalf between meetings.
- G. The Senate shall have the power to establish committees. The chairperson and at least one other member of each Committee shall be members of the Senate.
- H. The Senate may delegate its powers to appropriate committees each of which shall include at least one member of the Executive Committee.
- I. The Senate shall have the power to organize subsenates.
- J. The Senate shall have the power to adopt regulations governing its own procedures. *Robert's Rules of Order* shall be followed except in those cases where they are inconsistent with sections 2.2.1.-2.2.3. of these regulations.
- K. All prior regulations adopted by the Senate are hereby extended until modified in accordance with the provisions of this instrument.

SENATE REPRESENTATIVES TO THE BOARD OF GOVERNORS
AND THE BOARD OF TRUSTEES

By action of the respective Boards, the Senate annually elects representatives to serve, with full voice but without vote, on the Board of Governors and the Board of Trustees of the University. The three representatives to the Board of Governors are: one elected faculty senator who is a full-time faculty member, the chairperson of the University Senate ex officio, and one elected student senator. The four representatives to the Board of Trustees are: two elected faculty senators who are full-time faculty members; one elected graduate student; and one elected senior, junior, or sophomore undergraduate student.

The Senate has instructed these representatives to consult among themselves to ensure complete coverage of all meetings of the Boards, and to report regularly to the Executive Committee and to the Senate. The representatives are expected to be vigilant and to bring to the attention of the Executive Committee any matters before the Boards which appropriately should involve Senate advice before final decisions are made.

Senate representatives are assigned to committees of the Governors and Trustees by those bodies. They must observe any limits of confidentiality imposed by participation in committee meetings.

Each Senate representative serves as a faculty or student voice, and as an advocate of the Senate view when appropriate, to the members of the Boards. Each also performs a liaison function by informing the Senate and the University community, to the maximum extent possible, of the activities of the Boards.

On February 21, 1992 the Senate resolved that when not serving as elected, voting members of the Senate, the Graduate Student Representative to the Board of Trustees, the Undergraduate Student Representative to the Board of Trustees, and the Student Charter Trustees shall be non-voting members of the University Senate.

REPORTS TO UNIT CONSTITUENCIES AND REGIONAL CAMPUS FACULTY LIAISONS

On February 2, 1990 the Senate resolved to urge that Senators report to their constituencies at every scheduled meeting of the constituencies, and that the head of each constituency list such a report on the agenda of all scheduled meetings.

On February 21, 1992 the Senate resolved that one senator who is also a New Brunswick Faculty Council member serve as official liaison. This individual shall report on a regular basis to the Senate concerning activities of the New Brunswick Faculty Council.

The chairpersons of the Newark and Camden Faculty Councils shall serve as official liaisons for their respective campuses, or, in the absence of such a chairperson, the faculty member from that campus who is also an Executive Committee member shall serve as liaison.

RECURRING SENATE ACTIONS HAVING FIXED DATES

December: The Secretary receives from the University administration the certified number of faculty and students in each division, and calculates the number of senators to which each unit is entitled for the following year.

January: The Secretary notifies each unit of faculty and student senators to be elected prior to March 15. Committee chairs send to the Executive Committee their anticipated agenda for reporting to the Senate for the balance of the year.

Prior to March 15: Executive Committee appoints Nominating Committee to recommend candidates for chairperson, vice chairperson, members of the Executive Committee, and representatives to the Board of Governors and the Board of Trustees.

April: At least ten days before the annual Organizational Meeting, the Secretary mails the report of the Nominating Committee to the Senate-elect and issues a Call to the Organizational Meeting. The Secretary sends a questionnaire to the senate-elect for designation of committee preferences.

May: The Committee on Committees considers composition of committees for the following year.

June: The Executive Committee appoints committees, designates committee chairpersons, reviews committee chairpersons' annual reports and the Secretary's summary of committee business, establishes charges for the next year's committees, and, if the Senate has not already done so, adopts a schedule of Senate meetings for the next academic year.

SENATE MEMBERSHIP ENTITLEMENT

The following units have faculty senator, student senator, or dean positions in the University Senate.

UNIVERSITY-WIDE

Libraries

RUTGERS - CAMDEN

Faculty of Arts and Sciences-Camden

Camden College of Arts and Sciences

University College-Camden

School of Business-Camden

Graduate School-Camden

School of Law-Camden

Camden Campus At-Large

RUTGERS - NEWARK

Faculty of Arts and Sciences-Newark

Newark College of Arts and Sciences
University College-Newark
College of Nursing
Faculty of Management/Graduate School of Management
Graduate School-Newark
School of Criminal Justice
School of Law-Newark
Newark Campus At-Large

RUTGERS - NEW BRUNSWICK

Faculty of Arts and Sciences-New Brunswick
Douglass College
Livingston College
Rutgers College
University College-New Brunswick
Cook College
College of Engineering
College of Pharmacy
Mason Gross School of the Arts
School of Business-New Brunswick
School of Communication, Information and Library Studies
Edward J. Bloustein School of Planning and Public Policy
School of Management and Labor Relations
Graduate School-New Brunswick
Graduate School of Applied and Professional Psychology
Graduate School of Education
School of Social Work
New Brunswick Campus At-Large

Other Research and Academic Units (with budgeted faculty lines) collectively, including:

Center for Agricultural Molecular Biology
Center of Alcohol Studies
Center for Surface Modification
Eagleton Institute of Politics
Institute for Health, Health Care Policy, and Aging Research
International Programs
Institute of Marine and Coastal Sciences
Center for Operations Research
New High Energy Theory Center
Center for Urban Policy Research
Laboratory for Vision Research
Waksman Institute of Microbiology

RUTGERS UNIVERSITY ALUMNI FEDERATION

The Rutgers University Alumni Federation elects six voting members to the Senate.

ADMINISTRATION

The following University administrators are voting members of the Senate:

President of the University

University Vice President for Academic Affairs

University Librarian

Provost-Camden

Provost-Newark

Two additional University administrators named annually by the President

The 2001-02 Senate membership entitlement is distributed as follows:

	Faculty	Students	Administrators	Alumni Federation	TOTALS
University-Wide	2		3	6	11
Camden	11	7	7		25
Newark	19	11	11		41
New Brunswick	68	38	18		124
TOTALS	100	56	39	6	201

PROCEDURES FOR ELECTION OF AT-LARGE SENATORS

Each of the three geographic campuses will be represented by three faculty senators-at-large as provided in University Regulation 2.2.1.C.(1). In addition, other research and academic units on a campus shall collectively comprise one unit for the purpose of Senate representation as provided in University Regulation 2.2.1.C.(6). The Senate approved the following procedures for conduct of these at-large elections:

I. The provost's or appropriate administrative office will appoint a campus-wide Nominating Committee and notify the faculty of the election.

II. The Nominating Committee will nominate at least two candidates for each opening. The nominees shall be persons who would be expected to represent the campus-at-large, and who reside in the geographical location of that campus. (In New Brunswick and Newark, "other research and academic units" are to be included.) The names of additional candidates can be submitted to the Nominating Committee by petition of ten eligible voters and shall be placed on the ballot.

III. The final ballot will be sent to all appropriate campus faculty by the Provost or appropriate administrative office. If there are multiple openings, the candidate with the highest number of votes will be elected for the longest term, the second highest to the second longest, etc. The "two-envelope" method of disseminating the ballots will be used, and the ballots will be returned directly to, and counted by, the provost's office.

The above procedure should also be used in the election of senators representing other research and academic units on a campus, wherein the dean's office will conduct elections.

ROLE OF THE SENATE

I. The University Senate, with its standing and ad hoc committees, and its Executive Committee, shall exercise the following powers and functions:

A. Legislative Functions

The Senate shall regularly review, revise and otherwise regulate and legislate those matters specifically assigned to Senate jurisdiction by University Regulation 2.2.2.A., which include:

- establishing minimum standards respecting admission, scholarship and honors;
- regulating formal relationships among academic units within the University, including the organization of the disciplines;
- recommending norms for teaching loads; and
- establishing the University calendar.

B. Advisory Function

The Senate shall study and advise on matters listed in University Regulation 2.2.2.B. on its own initiative, or when these matters are brought to the Senate's attention by the central administration, by colleges, faculties and divisions of the University, or by special-interest groups or individuals within the University.

1. Those matters include all matters of broad educational and research policy including, but not limited to:

- a. budget priorities and allocations, and general planning;
- b. establishment or dissolution of colleges, schools, divisions, institutes, and similar educational units;
- c. special affiliations and programs;
- d. regulations affecting students and faculty, such as those concerning academic freedom, equal opportunities, and personnel practices and procedures; and
- e. such changes in educational and research policy as are covered in the University Regulations and Procedures Manual.

2. The President shall act on such matters only after receiving the advice of the Senate, or giving the

Senate a reasonable time to present its views (University Regulation 2.2.2.B.).

C. Appeal Function

On September 29, 1970, the Senate passed a motion, pursuant to University Regulation 2.2.2.C., establishing an Appeals Committee of the Senate, and providing that: Any faculty or student governing body may file an appeal as provided under University Regulation 2.2.2.C. with the Secretary of the Senate. [Subsequently, enacted provisions of the Student Code of Conduct relieved the Appeals Committee of the Senate of responsibility for student appeals.] The Secretary of the Senate will refer the appeal to the Appeals Committee which will decide whether or not to entertain the appeal. If the Appeals Committee decides to hear the appeal, or if the Senate directs that it do so, it shall render a decision and file it with the Secretary of the Senate, who will immediately serve a copy on the appellant. If the decision is adverse to the appellant, the appellant may appeal the decision to the Senate. If an appeal is not filed within 30 days of the Secretary's receipt of the committee's decision, the committee's decision shall be deemed to be the decision of the Senate in the matter.

The Senate shall consider and decide appeals filed with the Secretary of the Senate by the faculty or any division thereof on the ground that the faculty was not adequately consulted prior to making a major decision on an academic or administrative matter affecting the faculty made at a departmental, college or any other internal level, as provided in University Regulation 2.2.2.C.

D. Initiative Functions

In accordance with the provision in University Regulation 2.2.2.B.(1) that the Senate may upon its own initiative advise the President or the Board of Governors on any matter of concern to the University, the Senate shall:

1. Independently request and gather information from the central Administration concerning the Administration's ongoing and projected activities.
2. Participate on a formal and regular basis with the Administration in development of long-range plans for the University.
3. Advise the Administration on the feasibility and propriety of such plans and activities, on their value to the University community, and on their implementation.
4. Seek out, on its own initiative, substantive issues needing present attention, or anticipated for the future.
5. Set in motion appropriate mechanisms for independent Senate studies, projects, and programs designed to serve the interests of the University community.

E. Policy Concerning the Collective Bargaining Process

On March 31, 1980, the University Senate approved the following statement which expresses Senate policy concerning its role in relation to collective bargaining:

Under University Regulation 2.2.2.B., the President must seek the advice of the Senate before acting on matters of personnel policy, and the Senate may advise the President and the Board of Governors on any matters affecting the University. Under current law and interpretation, collective bargaining must take place on terms and conditions of employment. Thus, when a matter concerns only terms and conditions, collective bargaining should take place, and the Senate should refrain from offering advice, even though it has the authority to do so. When a matter concerns only personnel policy, the Senate should advise.

Some matters, however, involve considerations both of policy and of terms and conditions. Further, individuals may disagree as to whether a particular matter involves policy, terms and conditions, or a mixture of the two. In such a case, if the Senate, its Executive Committee and/or Academic Personnel Committee decide that a personnel policy question is involved, the Senate may render its unsolicited advice. Then, if either the President or AAUP thinks that terms and conditions are involved, the matter should be submitted to collective bargaining before being implemented or brought to the Board of Governors.

II. The Executive Committee is responsible for coordinating the activities of the Senate and its committees, exercising such powers as the Senate may delegate to it, and acting on behalf of the Senate when necessary between Senate meetings (see ["Executive Committee"](#)).

ROLE OF THE CENTRAL ADMINISTRATION

1(a). The President delivers to the Secretary of the Senate, in timely fashion, written statements concerning budgetary, academic and physical plant proposals, priorities and timetables, and identifies the University committees and administrative staff responsible for those plans, their study and implementation. Normally, the Senate requires four months in order to act on such proposals.

(b). The President delivers an annual "State of the University" report to the Senate, preferably at the first Senate meeting of the academic year.

2. Throughout the year, the President or his/her representative regularly advises the Senate Executive Committee concerning revisions in the Administration's agenda, formation of new University study groups, additional proposals and their timetables, etc. To preclude the need for hasty Senate action on any issue, the President or his/her representative advises the Executive Committee at its monthly meeting, and between meetings maintains communication through the Chairperson or Secretary of the Senate.

3. The President assigns individuals from the central Administration as resource persons to Senate

committees. A list of these resource persons is given to the Executive Committee in July. At the request of Senate committee chairpersons, administrative resource persons attend committee meetings, supply up-to-date information on pertinent Administration activities, and provide resource data. These resource persons also keep the Administration informed about the work of the Senate committees.

4. The central Administration, through its liaison officer to the Senate Executive Committee, informs the Executive Committee of the formation of major committees or decision-making groups, and asks the Senate Executive Committee to recommend a person or persons to be appointed by the Administration as a member of such committees or bodies. The Executive Committee may, on its own initiative, state the Senate's interest in having a member on such committees or bodies. Normally, such requests are honored.

5. The President or his/her representative will respond at Senate meetings to questions which have been previously submitted. Senators are urged to submit written questions for the President about matters of concern to them or their constituents. These should be sent or brought to the Senate Office for delivery to the President, and should be received at least a week prior to the Senate meeting. The President or his/her representative will then be prepared to answer these questions in the Administrative Report at the next Senate meeting. This does not preclude asking questions from the floor at Senate meetings.

TRANSACTING SENATE BUSINESS

The following is the general order of business for Senate meetings:

Call to Order and Determination of a Quorum

Report of the Secretary:
Approval of the Agenda
Approval of the Minutes
Communications

Administrative and Special Reports

Committee Reports:
Standing Committees
Ad Hoc Committees

Old Business

New Business

Executive Committee Report

Report of the Senate Representatives to Boards of Governors and Trustees

Regional Campus Faculty Liaisons

Adjournment

Robert's Rules of Order are the official procedural rules except where otherwise provided by Senate action.

The agenda and minutes are sent to Senators by the Secretary before each meeting. Committee reports associated with the agenda are also mailed in advance.

Procedures adopted by the Senate require that all new matters be referred to committee before coming to the Senate, and that all recommendations and resolutions be distributed in advance of their consideration on the Senate floor. Reports or resolutions to be distributed with the agenda should reach the Secretary at least two weeks before the date of the Senate meeting.

Senators who plan to move amendment of a committee resolution should notify the committee chairperson prior to the meeting. Substantive amendments must be given to the Secretary in writing.

The Executive Committee recommends (for approval by the Senate) time limits for debate on committee reports. These are indicated on the agenda. The Executive Committee also establishes limits for the question-and-answer periods which follow Administrative, Board Representative, and Executive Committee reports. An automatic time limit of ten minutes, in addition to the limit for questions, has been established by the Senate for motions arising in the course of questions or discussion following any of these reports. When a time limit is in effect, each speaker is allowed no more than three minutes. Time limits do not include presentation of a docketed committee report.

Addition of items to the agenda after it has been mailed requires a two-thirds vote. Such additions are docketed under New Business unless the motion to add specifies another place on the agenda. Special reports by committee chairs on behalf of committees, which have not previously been docketed on the agenda, will be added at the end of "Committee Reports" with an automatic overall time limit of ten minutes; they are not to be added under Administrative and Special Reports.

Colored cards shall be distributed to Senators at the sign-in desk at each Senate meeting. The cards, which shall be of a different color for each meeting in any given year, are to be raised when a hand-vote is deemed necessary to signify approval, opposition, or abstention. When a written ballot is required, the paper ballots shall be distributed only to Senators holding the appropriate colored card.

Any Senator may move for a secret ballot during debate on a pending question. A motion for a secret ballot shall require a one-third vote for passage. All other motions for specific voting procedure shall require a majority vote.

All communications to the Senate should be addressed to the Secretary of the Senate. Referrals to committee, when appropriate, are made by the Executive Committee.

Policy for Weather-Related Cancellation of Senate Meetings: If weather or other emergency conditions cause closure of a Rutgers campus on which a Senate meeting is scheduled on the day of the campus closure, the Senate meeting will be cancelled. Senators should check radio or Rutgers Info online announcements for Campus or University closure information. The Senate office will send e-mail cancellation notices to Senators, and will leave a recorded meeting-cancellation message on the Senate's telephone answering machine, if possible.

COMMITTEES OF THE SENATE

The work of Senate committees is the backbone of Senate effectiveness. Most Senate business is referred by the Executive Committee to one of the various standing committees or, occasionally, to an ad hoc committee. Each committee is also encouraged to initiate study and to formulate recommendations on any policy issue within its purview as defined in the general charges which appear on the succeeding pages of this Handbook. Senate committees are advisory to the Senate, and report directly to the Senate unless otherwise instructed.

University Regulation 2.2.3.G. provides that the Senate shall have the power to establish committees. The chairperson and at least one other member of each committee shall be members of the Senate.

The Executive Committee has been charged by the Senate with the responsibility to appoint Senate committees, and has been instructed to exercise reasonable judgment regarding committee membership and geographical representation and distribution between faculty, students, alumni, and administrators. The size of committees is flexible and dependent upon anticipated responsibilities. The Executive Committee appoints a Committee on Committees to provide advice concerning membership of standing committees.

The Executive Committee has established the policy that committees should try to handle meeting notices and correspondence from their own resources. If this is impossible, the Senate Office should be contacted to arrange for assistance. The Secretary of the Senate should be kept informed of committee meetings, agendas, and attendance, and furnished with a copy of committee minutes.

It is important that committee business be transacted as efficiently as possible to maintain the productivity of the Senate. It is hoped that all committee members will participate in deliberations, but there is no established minimum number of members required to be present. If some members cannot attend on the date set for the committee meeting, the other members should proceed to develop recommendations and submit a report based on the opinions of those present. Senate procedures require that the names of all committee members be listed on all reports. Committee chairpersons are responsible for circulating the written committee reports to members in advance of submission to the

Senate so that those who may object can submit a minority report or have their name listed as not concurring.

The progress of business in Senate committees is monitored by the Secretary of the Senate and by the Executive Committee.

STRUCTURE AND OPERATIONS OF SENATE COMMITTEES

Procedures concerning the structure and operation of committees were approved by the University Senate on May 5, 1974, and amended April 28, 1995.

I. Structure

A. Senate members will be asked to designate the standing committees on which they prefer to serve. Preferences will be honored to the extent they are compatible with other requirements for balance, continuity, etc. All Senators will normally serve on one committee, with the exception of Senators who also serve on the Executive Committee.

B. At least one-quarter of each standing committee shall be drawn from the previous year's members to preserve continuity of membership.

C. A few nonsenators with expertise appropriate to a committee's work may be invited to hold membership to increase committee effectiveness. Nonsenator committee members shall have the same rights as the Senator members of the committee, including voting privileges, within their committee of membership only.

II. Operations

A. In May, the chairperson of each standing and ad hoc committee should submit a written Annual Report to the Secretary for distribution to the new Executive Committee. The report should include: the past year's agenda, how each issue was resolved and which matters need further work, other activities pursued by the committee, suggested areas for future study, problems encountered, recommendations for improving the committee's role or structure, etc. Copies of these reports, plus resource data and other materials, are to be given to the next committee chairperson by the Secretary of the Senate.

B. A meeting of all chairpersons and the Executive Committee will be scheduled as soon as possible after the committees have been established. At this meeting the Executive Committee will explain all committees' general procedures and substantive concerns, as appropriate, will acquaint the chairpersons with one another, and will suggest areas where committee interests overlap so that efforts are not duplicated or where cooperative efforts may be useful. A second meeting of this group may be held at the beginning of the spring semester.

The Secretary will transmit specific matters to each committee for study and action with the fullest possible background information. The Secretary will also advise committees with respect to procedures, timetables, and resource persons. If committee chairs have questions about matters specific to their committees, they may schedule individual conferences with the Executive Committee.

C. Standing committees are encouraged to initiate studies and projects of their own choosing on matters within their province as defined in their general charge. Committee reports on such independent activities may eventually come to the Senate for action in the same way as reports on specifically referred charges. Chairpersons shall keep the Executive Committee informed of such work through the Executive Committee member assigned to them or through the Secretary.

III. General Charges

A. On March 24, 2000, the University Senate approved comprehensive revisions to the standing committee structure and charges. The general charge to each of the standing committees of the Senate is:

1. EXECUTIVE COMMITTEE

Standing Charge: To perform those duties defined in University Regulation 2.2.1.F., to coordinate the activities of the Senate and its committees, and to exercise such powers as the Senate may delegate to it.

The Executive Committee shall act on behalf of the Senate between meetings of the Senate, and report these actions to the Senate. (Note: On September 29, 1970, the Senate passed a motion authorizing the Executive Committee to act on its behalf between meetings of the Senate as provided in University Regulations 2.2.1.F. and 2.2.3.F., and requiring the Executive Committee to report these actions to the Senate.) Although the Executive Committee is empowered to act for the Senate in exceptional circumstances, it shall minimize responding to emergency situations that require its independent, precipitous action, and shall strengthen and publicize its planning, referral, evaluation, and liaison functions, as follows:

a. Planning Function of the Executive Committee

- To review the annual reports from Senate committee chairpersons and decide which charges should be continued or modified, and to anticipate and propose other matters needing Senate attention. The Secretary will transmit these matters as charges to the appropriate committee with background information.
- To assign members to Senate standing committees and panels, ensuring broad representation on each of the committees (to the extent possible within the limitation in the third paragraph of "Committees of the Senate").
- To take responsibility for assuring standing committees, and the Senate as a whole, sufficient time in which to study and advise on all proposals brought to it.

- To issue, at its discretion, a rule calling for a specific voting procedure on a resolution pending before the Senate, including voting by secret ballot, to ensure an efficient voting procedure, and to protect the integrity of the vote whenever issues of extreme sensitivity or confidentiality exist.

b. Referral Function of the Executive Committee

- To refer new matters to the committees throughout the year. The Secretary will transmit these referrals in writing with appropriate supporting information.
- To establish ad hoc committees and charge them appropriately.
- In keeping with its referral function, the Executive Committee shall generally refrain from initiating discussion of new issues on the Senate floor but rather move all business through the committee structure.

c. Evaluation Function of the Executive Committee

- To review and evaluate the performance of Senate committees and the Senate body as a whole periodically throughout the year. To report to the Senate the results of such evaluations.

d. Liaison Function of the Executive Committee

- To arrange for and monitor compliance with liaison arrangements among Senate committees, the Administration, and University committees.
- To be the buffer between the Administration and other University groups and the Senate, guarding the Senate's rights and responsibilities from encroachment by keeping in close touch with persons and events in the University community.
- To appeal to the Board of Governors as provided in Section 2.2.2 Paragraph B, item (2) when the President does not consult the Senate in the areas defined for such consultation.

2. BUDGET AND FINANCE COMMITTEE

Standing Charge: This Committee shall concern itself with all matters related to budget priorities, allocations and general planning, as provided in section 2.2.2. B of the University regulations. These responsibilities shall include but are not limited to:

- To select and study policy issues associated with the University's budget, including priorities and allocation of funds, and to develop recommendations to the Senate.
- To evaluate the probable financial impact of proposed new programs being considered by the Senate.
- To receive, study, and make recommendations to the Senate, and through it to the Board of Governors and Board of Trustees, with respect to requests from members of the University community or others with a legitimate interest regarding Rutgers University investments.
- To consider, study, and make recommendations to the Senate, and through it to the Board of

Governors and Board of Trustees, with respect to any investment policies of the University that may involve ethical and moral principles as established by the Boards of Governors and Trustees.

- To consider broad issues related to physical plant and infrastructure, space, transportation, and safety on and among the three campuses.

3. UNIVERSITY STRUCTURE AND GOVERNANCE COMMITTEE

Standing Charge: This Committee will study, report on, and make recommendations to the Senate on all matters pertaining to University governance, including both formal and functional relationships among units at Rutgers, relationships among student and faculty governing bodies, and the structure of the Senate itself. This Committee shall be responsible for initiating reviews of governance issues in accordance with these guidelines. The responsibilities of this Committee shall include but are not limited to:

- To review formal relationships among academic units within the University, including the organization of disciplines. (University Regulations 2.2.2 B)
- To advise the President, through the Senate, on the establishment or dissolution of colleges, schools, divisions, institutes and similar educational units, (University Regulations 2.2.2 B) and to review and advise the President on the termination or suspension of academic programs.
- To consider and advise the President on special affiliations and programs (University Regulations 2.2.2 B (c) and agreements and formal relationships with other institutions, including internet service providers, particularly as they relate to the structure and unit relationships of the university.
- To review all matters relating to the composition of the Senate (University Regulations 2.2.1. through 2.2.1.D.).
- To study and make recommendations to the Senate on matters relating to the role and function of the Senate as a body within the University governance scheme (University Regulations 2.2.2. through 2.2.2.C.) as well as the role and function of internal structures and processes of the Senate itself (University Regulations 2.2.3. through 2.2.3.K.).
- To coordinate relationships among the faculty and student governing bodies and the Senate, so that issues raised in one forum are brought to the attention and consideration of other appropriate units.
- To study and make recommendations on relationships between the University and the public.

4. STUDENT AFFAIRS COMMITTEE

Standing Charge: This Committee shall have primary responsibility for matters directly concerning students. These shall include, but not be limited to, the following:

- To examine and address general student interests in University policies and operations, including, but not limited to, such matters as University policies on student use of drugs and alcohol, on reporting student records, and on regulating dormitories and fraternities.

- To further concern itself with student disciplinary procedures, student health services, bookstores, etc.
- To advise the administration, through the Senate, on policies governing the athletic fees, programs, and facilities of the University.
- To advise administrative officers and others, through the Senate, on questions relating to actual, possible or alleged discrimination as it affects the students of Rutgers.

5. FACULTY AFFAIRS AND PERSONNEL COMMITTEE

Standing Charge: This Committee shall have primary responsibility for matters directly concerning faculty, with the exception of matters included under the collective bargaining agreement. These shall include, but will not be limited to, the following:

- To survey the general policy of the University with respect to the rank and standing of all faculty personnel.
- To review all procedures and regulations by which appointments, promotions and tenure are governed.
- To study the relations of the faculty members to administrative officers and the manner in which administrative requirements affect faculty.
- To evaluate and recommend policies concerning both internal funding for research and the conditions under which external research funds are solicited, accepted and administered.
- To consider patent policies of the University.
- To advise administrative officers and others, through the Senate, on questions relating to actual, possible or alleged discrimination as it affects the faculty and staff of Rutgers or Rutgers' responsibility to the public.
- To review matters concerning academic freedom, equal opportunities, and personnel practices and procedures, as these matters affect the educational mission of the University.

6. INSTRUCTION, CURRICULA AND ADVISING COMMITTEE

Standing Charge: This Committee shall have primary responsibility for issues directly related to instructional matters, curricula and advising, including but not limited to:

- To review the broad educational and research policies of the University related to instruction, curricula and advising.
- To review agreements and formal relationships with other institutions, particularly as they relate to the educational mission of the university.
- To review educational policies related to different times, places, and manners of instruction, including distance learning and use of technology.
- To make recommendations to the Senate concerning advice to the Central Administration about meetings, forums, and conferences on major issues in educational policy and public service.
- To study issues affecting the Academic Calendar, including receiving comment from all sectors

of the University community concerning the Academic Calendar, offering recommendations for the University Academic Calendar to the University Senate for action, monitoring unit departures from the University Academic Calendar, reviewing matters concerning the University Commencement, and making recommendations, as needed.

- To examine and evaluate University-wide operations such as the Libraries and Computer Services.
- To consider matters related to the use of technology in education and the use of distance learning technologies.

7. ACADEMIC STANDARDS, REGULATIONS AND ADMISSIONS COMMITTEE

Standing Charge: This Committee shall have primary responsibility for matters directly related to academic standards, regulations and admissions, including but not limited to:

- To formulate minimum standards of admission, scholarship and honors and review broad educational and research policies of the University as they apply to issues related to academic standards and admissions (University Regulations 2.2.2).
- To formulate policies on academic issues related to athletic programs and student athletes.
- To consider university-wide issues related to recruitment, retention, publications, financial aid, and minority student interests.
- To review university-wide regulations governing academic practices and standards, including grading.
- To advise administrative officers and others, through the Senate, on questions relating to actual, possible or alleged discrimination as it affects the students, faculty, and staff of Rutgers or Rutgers' responsibility to the public.

8. EQUAL OPPORTUNITY COMMITTEE

Standing Charge: To advise administrative officers and others, through the Senate, on questions relating to actual, possible or alleged discrimination as it affects the students, faculty, and staff of Rutgers or Rutgers' responsibility to the public.

9. APPEALS PANEL

Standing Charge: To hear appeals filed in accordance with University Regulation 2.2.2.C. concerning administrative decisions and to render decisions with respect to these appeals according to procedures adopted by the Senate.

The Appeals Panel will comprise an “on-call” panel of faculty, student and alumni senators representative of the disciplines and diverse opinions of the University Community appointed at the beginning of each year by the Executive Committee. This panel will meet only when an appeal is filed in accordance with Regulation 2.2.2 C of University Regulations. Members will therefore be appointed

to this panel in addition to regular committee duties. In the event that an appeal is heard, members may be released from regular committee responsibilities for the duration of the appeal process. This panel will be convened and chaired by the Vice-Chair of the Senate as necessary.

10. NOMINATIONS PANEL

Standing Charge: The Nominations Panel shall be appointed by the Executive Committee in March or April of each year, with the following responsibilities:

- To select candidates for the offices of Chairperson, Vice Chairperson, other members of the Executive Committee, and all other officers and representatives that are to be elected by the Senate.
- The Nominating Panel shall nominate one or more candidates for each office. At least one nominee for each office must not be a member of the Nominating Panel. There may be additional nominations from the floor.

Note: The report of the Panel shall be circulated to members of the Senate-elect by the Secretary at least ten days before a special organizational meeting of the Senate-elect to be held in the spring of each year for the purpose of electing officers.

CAUCUSES OF THE SENATE

On April 23, 1999, the Senate approved recommendations of the Senate Revitalization Committee, which included enabling a Faculty Caucus of all faculty Senators, a Student Caucus of all student Senators, and an Alumni Caucus of all alumni Senators. Each caucus shall determine its own organization and agenda, and shall be able to bring proposals and issues to the Senate through its Executive Committee liaison. The Senate Executive Committee shall designate one of its faculty members as convenor of the Faculty Caucus, and that person shall ordinarily be the Vice Chair of the Senate. The Senate Executive Committee shall designate one of its student members as convenor of the Student Caucus, and that person shall ordinarily be the Undergraduate Student Member of the Executive Committee. The Senate Executive Committee shall designate an alumnus Senator as convenor of the Alumni Caucus, and that person shall ordinarily be the Alumnus Member of the Executive Committee.

SCHEDULING OF MEETINGS

On November 6, 1981, the Senate approved the policy that meetings of the Senate and Senate committees will regularly be scheduled during the fourth and fifth periods on Fridays, and that all who accept election to the Senate are expected to arrange a schedule which does not conflict with Senate meetings.

ATTENDANCE AT SENATE AND SENATE COMMITTEE MEETINGS

To encourage attendance at Senate and Senate committee meetings, the Secretary has been directed to keep an attendance record for each Senator and to publish the attendance record prior to the annual election of new Senators. The deans and directors will be asked to bring this record to the attention of their faculties. Student government presidents and the Alumni Federation Director will be asked to share the information with their constituencies. Newspaper editors will be advised that the attendance record is public information. If Senators cannot attend because of professional commitments, they can be excused by calling or writing the Secretary.

FINANCIAL CONTRIBUTIONS TO THE UNIVERSITY SENATE

Those who wish to contribute to the University Senate through Rutgers' Annual Fund may do so by indicating University Senate Development Fund on the "For this purpose" line of their contribution cards.

Please contact the Secretary of the Senate for further information about making other types of gifts to support the University Senate.