

Rutgers, the State University of New Jersey

By-Laws of the Colleges and Schools

School Arts and Sciences – Camden
By - Laws

Bylaws for the Arts and Sciences Faculty

SECTION I: The Faculty

A. Membership

- 1) In accordance with University Statute (4.11), the Arts and Sciences Faculty shall consist of the President and Executive Vice President for Academic Affairs of the University, the Camden Provost, the Dean of the Faculty of Arts and Sciences, the Professors, Associate Professors, Assistant Professors, and Instructors who have served at least one year. The Arts and Sciences Faculty shall also include professional librarians of equivalent rank. Other officers may be designated as faculty in accordance with University Statute 4.11.
- 2) Other officers may be invited by the Arts and Sciences Faculty to its meetings and may take part in the discussion but shall not vote (4.13).

B. Duties and Responsibilities

- 1) All duties and responsibilities not assigned by these By-Laws to the Arts and Sciences Faculty or the Faculty Senate are reserved to the appropriate colleges, or to the Arts and Sciences faculty, or to the several departments.
- 2) Under the President the Arts and Sciences Faculty shall have jurisdiction within the undergraduate colleges in Camden over academic matters, subject to review by the University Senate as set forth in the University Statute 4.31. (See Appendix A). In exercising this jurisdiction the Arts and Sciences Faculty:
 - a) Shall refer all matters under its jurisdiction to the Faculty Senate.
 - b) Shall receive reports from the Faculty Senate.
 - c) Shall consider and vote on any issue referred by the Faculty Senate to the full Arts and Sciences Faculty.
 - d) May over-ride any Faculty Senate decision by a majority of those present and voting, at a special meeting called for the purpose of reconsidering a Faculty Senate decision.
- 3) The Arts and Sciences Faculty shall conduct elections of its officers and its other elected representatives.
- 4) The President and Vice President of the Faculty Senate are to be elected by the entire Arts and Sciences Faculty by the end of the Spring term for the following year. Full-time faculty members, at or above the rank of Assistant Professor, are eligible for the office. Before any election of these, recommendations to the Arts and Sciences Faculty are to be made by the Rules of Procedure Committee. Additional nominations may be made from the floor of the Faculty Senate. If the individual elected by the Arts and Sciences Faculty is not a senator, he/she will be designated member-at-large for the period of his/her tenure.
- 5) The Arts and Sciences Faculty may amend, add to, or repeal these By-Laws by a majority vote of the Arts and Sciences Faculty present at any duly constituted meeting, provided

written notice of the changes has been sent by the Secretary to each member at least two weeks before the meeting, and provided that no such changes are contrary to the University Statutes.

- 6) Individual faculty members may make proposals for consideration by the Faculty Senate through a Faculty Senator, the President of the Faculty Senate, or an appropriate committee.

C. Meetings

- 1) Unless, in the judgment of the Dean and the President of the Faculty Senate, a meeting is not required, a regular meeting of the Arts and Sciences Faculty shall be held once each semester (Statute 4.41). The fall semester meeting shall be in September and the spring semester meeting shall be in the first business week in April. Announcement of the date shall be made by the Dean at least two weeks in advance of each meeting.
- 2) Special meetings of the Arts and Sciences Faculty may be held at the call of the President or the Dean. The Dean shall call a special meeting on the written request of 25% of its members (Statute 4.41), or at the request of the President of the Faculty Senate.
- 3) Any meeting may be closed by a majority vote of the Arts and Sciences Faculty. When it is deemed desirable, the Dean may call a closed meeting.
- 4) The Dean shall be the presiding officer at all meetings of the Arts and Sciences Faculty unless the President of the University is present and presides (Statute 4.1). The Dean shall accept items for the agenda and distribute the agenda for those meetings.
- 5) Fifty percent of the Arts and Sciences Faculty shall constitute a quorum for the transaction of business.
- 6) A section of twenty seats shall be reserved at Arts and Sciences Faculty meetings for student observers, who may participate in the discussion only at the invitation of the Arts and Sciences Faculty.
- 7) Meetings-of the Arts and Sciences Faculty shall be-conducted in accordance with Robert's Rules of Order.

D. Officers and Elections

- 1) Arts and Sciences Faculty Secretary
 - a. A Secretary Of the Arts and Sciences Faculty shall be elected for the term of one year.
 - b. The duties of the Secretary shall be:
 - i. To keep a book of minutes of proceedings (Statute 4.42).

- ii. To send, immediately after each meeting of the Arts and Sciences Faculty, to each member of that Faculty and to the Secretary of the University a copy of the minutes of that meeting.
- iii. To issue annually in September a list of the voting members of the Arts and Sciences Faculty.
- iv. To conduct such correspondence as may be necessary for informing the Arts and Sciences Faculty of any business pertinent to an announced meeting.
- v. To serve as Secretary of the Faculty Senate.

2) University Senators

- a) Representation in the University Senate and the term of office shall be as specified in the University Statutes (7.12 and 7.13).
- b) One of the Senate Representatives shall be designated by the Dean to keep the Arts and Sciences Faculty informed concerning all Senate actions of interest to that faculty.
- c) One of the Senate representatives shall be elected to membership on the University Committee on Committees (Senate Rule).

3) Nominations for Arts and Sciences Faculty Secretary, members of the University Senate, or any other Arts and Sciences Faculty Elective office, shall be made by the Rules of Procedure Committee. Not less than ten days before the Regular meeting in April, at which time the officers specified above are to be elected, the names of the nominees shall be sent to each member of the Arts and Sciences Faculty eligible to vote. Additional nominations may be made from the floor.

4) Election shall be by ballot in each case where there are more candidates than offices to be filled. A majority of valid ballots cast shall be required for election in all cases.

Appendix A

4:30 Duties and Powers

4.31 Under the President each faculty shall have jurisdiction within its own unit over academic matters, subject to review by the University Senate as hereinafter set forth, such as:

Determining such additional requirements for admission as are deemed necessary for entrance into its several curricula.

Setting up the requisite curricula for its academic work and providing for the schedule of courses.

Encouraging the research work of the faculty members and of advanced students.

Adopting additional regulations regarding attendance, conduct of examinations, grading, scholastic standing and honors in course, and other appropriate matters.

Fixing specific requirements for degrees.

Recommending for degrees in course, through the President to the Board of Governors, those candidates who have fulfilled the requirements for the appropriate degrees as follows:

- 1) University College - Bachelor of Arts, Bachelor of Science
- 2) Camden College of Arts and Sciences, Bachelor of Arts, Bachelor of Science.

Adopting regulations governing its own procedures.

Making recommendations to the President or to the Senate respecting any phase of college or University activity.

Proposing through the Senate and the President amendments to these regulations to be adopted by the Board of Governors.

SECTION II: The Faculty Senate

A. Membership

1. The Faculty Senate shall consist of not less than 30 nor more than 60 members. Only full-time faculty members whose primary function is teaching or research and librarians may serve as Senators. In cases of disputed eligibility, the Faculty Senate shall make the determination.
2. The Arts and Sciences faculty shall have a representation of five Senators at-large.
3. Each *discipline* (see Appendix B) shall have at least one representative. Disciplines with more than five members (on the basis of full-time equivalents) shall have one representative for each five members or major portion thereof. The number of Faculty Senators each discipline is entitled to for any academic year shall be based on the number of full-time equivalent members in each discipline during the preceding Spring semester.
4. The Rules of Procedure Committee will ensure that not less than 10% of the Faculty Senate shall be composed of members whose primary teaching responsibility is in University College.
5. The election of Faculty Senators will be conducted by secret ballot in April of each year by the Rules of Procedure Committee.
6. Nominations for Senators-at-large (see Section 2 immediately above) shall be made by the Arts and Sciences faculty.
7. Nominations for a discipline's Faculty Senator(s) may be made by any faculty member of that discipline. Nominations shall be received by the chairman of the Rules of Procedure Committee, who will draw up ballots for Senators-at-large and for each discipline. Full-time faculty members whose affiliation with the University will continue the following year will be eligible to vote, each faculty member of a discipline casting one vote for each of the appropriate number of Faculty Senators to be elected by that discipline.

8. A run-off election will be held when no candidate receives a majority of the votes. In the event no candidate receives a majority in the run-off election, the candidate with the highest number of votes will be elected. In the event of a tie, the choice will be determined by the toss of a coin.
9. The term of office for each Faculty Senator shall be for two years. A Faculty Senator may not serve more than two consecutive terms.
10. Reapportionment shall be determined by the Rules of Procedure Committee when the Faculty Senate will exceed 60 members under the existing formula for representation.

B. Duties and Responsibilities

1. The Faculty Senate shall act on all matters within the jurisdiction of the Arts and Sciences Faculty except that the Senate shall make no changes in the By-Laws (see Statute 4.31 in Appendix A).
2. The Faculty Senate shall act as an advisory body to the Dean.
3. The Faculty Senate shall report on its activities to the Arts and Sciences Faculty and may, through the President of the Faculty Senate, refer specific matters to the Arts and Sciences Faculty for advice or action.

C. Officers

1. A President and a Vice-President shall be elected by the members of the full-time Arts and Sciences Faculty or a term of one year. The President shall determine the agenda and distribute it to the Arts and Sciences Faculty, call and conduct meetings of the Faculty Senate, report to the Arts and Sciences Faculty, and perform any other duties which may be stipulated by the Senate. These duties shall be performed by the Vice President in the absence of the President.
2. The Arts and Sciences Faculty Secretary shall also serve as Secretary of the Faculty Senate. The Secretary shall have no vote unless he/she is a duly elected member of the Faculty Senate. The duties of the Secretary shall be to record and distribute the minutes of the Senate meetings to the Arts and Sciences Faculty.
3. A Parliamentarian shall be appointed by the President of the Senate.

D. Steering Committee (of the Faculty Senate)

1. This committee, to be composed of President, Vice-President, and one Senator elected by the Senate, will advise the President of the Senate on direction of the Senate, agenda, issues requiring immediate action, and will establish an annual schedule of committees to report to the Senate and/or to the Arts and Sciences Faculty.

E. Meetings

1. Meetings of the Faculty Senate shall be called by the President or upon petition of 25% of the members of the Faculty senate. These meetings shall be open to students (beyond the eight student representatives [see Section F immediately below]), all Faculty, instructors in the first year, and administrators; the number of observers shall be set by the Faculty Senate, with provision for a minimum of ten of each group. If any observer wishes to-speak to the Faculty Senate, he/she must receive permission from the Presiding Officer prior to a Faculty Senate meeting.
2. Only members of the Senate may vote; however, when a Senator is absent, a member of his/her constituency may attend in order to speak and to communicate information to the constituency.
3. A quorum of the Faculty Senate shall be one-half plus one of the membership.
4. The meetings of the Faculty Senate shall be governed by *Robert's Rules of Order*.

F. Student Representatives to the Senate

1. There shall be eight student representatives to the Senate two of whom shall be matriculated in University College. They may participate in the discussion but shall have no vote. Student representatives, however, shall have the right to make motions. For such motions to be considered, they must be seconded by a Faculty Senate member.
2. Students shall have the right to petition the Faculty Senate for reconsideration of its decisions. Such a petition shall require signatures of 25% of the student body.

G. The Administration and the Senate

1. The Camden Provost, the Deans of the Colleges and of the faculties, the Dean of Students, the Registrar, the Director of Undergraduate Admissions, the Business Manager, the Director of the E.O.F. program, or their representatives, and any other that the Faculty Senate designates may attend Senate meetings and participate in the discussion but shall have no vote.

Section III: Committees and Their Duties

A. The following are standing committees of the Faculty of Arts and Sciences:

1. Academic Policy and Courses of Study

2. Admissions and Retention
3. Appointments and Promotions
4. Honors Program
5. Information Services
6. Planning and Budget
7. Review
8. Rules of Procedure
9. Scholastic Standing
10. Student Life
11. Faculty Life

B. Description of Membership and Duties

All committees serve both CAS and UC. All committees, unless otherwise specified, will submit a written report at the end of each academic year to the Faculty Senate for its review and subsequent transmission to the full faculty. The three divisions of the faculty are Humanities, Social Sciences and Natural Sciences. Each committee will elect a chairperson from among its faculty members. All committee members who serve by virtue of their administrative offices are ex officio, non-voting members.

1. Academic Policy and Courses of Study

Membership: Six elected faculty members (two from each division), serving three-year overlapping terms

Duties:

- a) To oversee college-wide curricular requirements and academic standards and to recommend revisions to the Faculty Senate for its approval
- b) To review and recommend to the Faculty Senate for its approval new curricula (i.e., major programs)
- c) To study recommendations for course changes received from any faculty member, the Faculty Senate, or any discipline or department
- d) To consult with the appropriate administrative officers concerning the effect of course changes on administrative procedure
- e) To report to the Faculty Senate for its approval all course changes recommended by the committee

2. Admissions and Retention

Membership: Six elected faculty members serving three-year overlapping terms; three students, one representative from Admissions, one from Student Life, and one from Advising (all ex officio)

Duties:

- a) To establish and regularly review admissions criteria

- b) To review applicants for admission and to pass upon their eligibility for acceptance for degree or special programs
- c) To impose conditions for provisional admission and to suggest to students the means of clearing entrance deficiencies
- d) To inform the Faculty Senate of the methods it uses to interpret and execute the existing rules for the admission of students
- e) To supply the Faculty Senate each semester with pertinent data on incoming students
- f) To monitor retention rates and report them to the Faculty Senate
- g) To develop programs to improve student recruitment and retention

3. Appointments and Promotions

The faculty will, each year, elect nine tenured members, three from the humanities, three from the social sciences, and three from the natural sciences to form a Committee on Appointments and Promotions. The functions of this committee shall be:

- a) To serve as a pool of members from which the Dean may select members for all Advisory Committees on Appointments and Promotions
- b) To be available to provide the Dean with advice as to the number of Advisory Committees, their size, and their composition by discipline or field, as provided in university Regulation 4.24.

Membership: For each division of the faculty (Humanities, Social Sciences and Natural Sciences), there shall be a committee of six tenured faculty members appointed by the Dean. Two alternates shall be assigned to each committee to serve when an appointed member is unable to serve.

Duties:

- a) To advise the Dean as to appointments, reappointments, retirement or personnel procedures generally.
- b) In the case of appointments, reappointments, or promotions into and within tenure rank, the recommendations of the committee shall also be forwarded to the Vice President for Academic Affairs.
- c) The committee may also on its own initiative make suggestions as to personnel matters to administrative officers (Statute 4.24).

4. Honors Program

Membership: Three elected faculty members serving three-year overlapping terms; the Associate Dean, ex officio

Duties:

- a) To review applications and credentials of candidates for the Honors Program
- b) To determine the essay topic on which the applicant will write

- c) To interview students selected from the pool of applicants who have written superior essays
- d) To determine the students to whom awards will be made
- e) To establish guidelines for seminar proposals
- f) To review and select seminar proposals submitted by the faculty
- g) To attend collegial seminars
- h) Generally, to administer the program by assisting students to arrange for tutorials, etc.
- i) To evaluate the program

5. Information Services

Membership: Three elected faculty members serving three-year overlapping terms; Librarian (ex officio); Audio-Visual Coordinator (ex officio); Director of Computer Services (ex officio)

Duties:

- a) To represent faculty interests and concerns in all matters involving library collections and service
- b) To represent faculty interests and concern in all matters involving A-V equipment and services
- c) To represent faculty interests and concern in all matters involving computer equipment and computing services

6. Planning and Budget

Membership: Three elected faculty members and three appointed by the Dean, serving three-year overlapping terms

Duties:

- a) To propose long range plans such as new-program development
- b) To consider the relationship of Arts and Sciences to other units in the University, other colleges in the area, and the community at large
- c) To advise the Dean as needed on academic and budget priorities
- d) To regularly inform the Faculty Senate regarding its deliberations

7. Review

Membership: Two elected tenured faculty members and two appointed tenured faculty by the Dean, serving two-year overlapping terms. Two alternate members shall also be chosen, one elected and one appointed.

Duties:

- a) This committee shall have advisory powers only.
- b) It may report to the Dean of the college or school, or in 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. (Section 4.23)

- c) The committee may also on its own initiative make suggestions as to personnel matters to the administrative officers. (Section 2.1.2)

8. Rules of Procedure

Membership: Three elected faculty members, serving three-year overlapping terms

Duties:

- a) To conduct elections
- b) To resolve any questions of procedure under the faculty By-Laws.
- c) To formulate rules, subject to the approval of the faculty, under which the business of the faculty may be transacted
- d) To revise and amend existing rules, subject to approval by the faculty
- e) To propose to the faculty changes in the University Statutes

9. Scholastic Standing

Membership: Six elected faculty members (two from each division), serving three-year overlapping terms; one representative from Student Life, one from the Registrar's Office, one from EOF, one from Advising (all ex officio)

Duties:

- a) To interpret and *execute* the rules and regulations of the College of Arts and Sciences and University College in individual student cases involving scholastic standing
- b) To allow withdrawal from a course or courses after the usual deadlines have passed. For such withdrawal proper documentation must be provided by the student, the advisor and the instructor. If the instructor is not available, documentation must be provided by the department chair.
- c) To approve deviations from the published policy on course overload
- d) To approve deviations from the published policy on the repeat option
- e) To approve re-admission of students who have been separated from Arts and Sciences or University College for academic or disciplinary reasons
- f) To impose such restrictions on the educational programs of probationary and re-admitted students as may seem desirable for their satisfactory academic progress
- g) To inform the Faculty Senate on the current principles and methods used by the committee in interpreting and executing existing rules
- h) To provide to the faculty Senate each semester a summary of the actions taken in the preceding semester
- i) To propose new scholastic regulations to the Faculty Senate

10. Student Life

Membership: Three elected faculty members, serving three-year overlapping terms; three students; Dean of Students (ex officio)

Duties:

- a) To recommend procedures for improving relations between students and faculty
- b) To attempt alleviation of conditions causing student frustration or discontent, through informal contacts or
- c) through recommendations for faculty or administrative action.
- d) To review regulations governing the general conduct of students on the campus
- e) To inform and counsel students about their student and civil rights, especially with regard to disciplinary procedures
- f) To investigate matters involving academic dishonesty and other causes for disciplinary action and to take appropriate action consistent with the decisions of the Board of Governors
- g) To work as needed with the Teaching Excellence Center on all matters relating to teacher evaluation
- h) To work as needed with the offices of Advising, Registration and Student Life on matters relating to new student orientation
- i) To work as needed with the Alumni Office on matters related to alumni affairs and development

11. Faculty Life

Membership: Three elected faculty members, serving three-year overlapping term

Duties:

- a) To consult with the Dean and Provost on a regular basis on all matters concerning campus security
- b) To receive grievances and suggestions from faculty members regarding security matters
- c) To organize seminars and educational programs from time to time with a view to improving information and awareness of security problems
- d) To receive grievances and suggestions from faculty members regarding problems with parking and other campus physical facilities
- e) To oversee the periodic evaluation of college administrators

B. GRADUATE SCHOOL BYLAWS

Article 1. Organization of the Graduate Faculty

Section 1. The Dean of the Graduate School in Camden and, under the authority of the Dean, the Associate Dean, shall be chief administrative officers of the Graduate School per Article IV, Section I, and shall serve as spokespersons for Programs of the Graduate School in Camden to the Camden Provost and to all other appropriate officers of the University. The powers and

responsibilities of the Dean shall follow regulation 2.41 of the University Statutes. The Dean may delegate such powers as he/she chooses to the Associate Dean.

Section 2. The Rutgers-Camden Graduate Faculty, 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:

- a) To exercise jurisdiction over academic matters and to prescribe requirements for admission, curricula, and graduation as outlined in Section 4.31 of the University Statutes.
- b) 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 in Teaching, Master of Physical Therapy, Master of Science, Master of Science in Teaching, and Master of Public Administration.
- c) In accordance with Section 1.11 of the University Statutes, to be responsible for all instruction at the graduate level offered at the Camden Campus in fields not assigned by the Statutes to other divisions of the University.

Section 3. The Dean and Associate Dean will be advised by an Executive Council, which shall consist of the Program Directors. All standing committees of the Graduate Faculty shall report to the Dean directly, through the Associate Dean, or through the Executive Council.

Section 4. The basic educational unit of the Graduate Faculty shall be the Graduate Program. Under regulation 2.52 of the University Statutes, each Program shall be administered by a Program Director, who will be appointed by the Dean, ordinarily in consultation with a department chairperson to whom the director reports. The Program Director, with the concurrence of the Program Executive Committee, will formulate policy and implement actions of the Program in conformance with the bylaws and regulations of the Graduate School and the bylaws of the Program. The Program Director will submit, by June 1 of each academic year, a report to the Program faculty and to the Dean. Each Program shall be covered by bylaws approved by the membership of the Program and the Dean or Associate Dean.

Section 5. The bylaws of the Graduate Programs shall provide for the following:

- a) A procedure for nomination of faculty to Membership, Associate Membership, or Adjunct Membership.
- b) A procedure for the designation of a Program Executive Committee, which shall be representative of the Program members.
- c) A statement of the frequency of faculty meetings and the procedures governing such meetings, including such matters as attendance and voting privileges, prerequisites for a quorum, and the privilege of calling extraordinary meetings
- d) Procedures for the representation of students and for the solicitation of student opinion.
- e) A procedure by which faculty are assigned to course instruction, advising, and administrative, thesis, and examining committees.
- f) Program organization, including the functions of committees and procedures for the appointment of their members. Responsibility should be located for admissions, advising, review of student progress, curriculum, and placement.
- g) A procedure for student appeals and grievance

- h) A procedure for faculty appeals
- i) A procedure for amendment of the Program bylaws.

Article II. Membership of the Graduate Faculty

Section 1. By virtue of their office, the Camden Provost, the Dean and Associate Dean of the Graduate School, the Librarian of the Camden College of Arts and Sciences, and the Dean of the Camden College of Arts and Sciences shall be ex officio Members of the Graduate Faculty.

Section 2. There are three categories of membership: full membership, associate membership, and adjunct membership.

Section 3. General criteria for membership:

- a) All members should be involved in some way in a Graduate Program that is administered under the authority of the Graduate School-Camden.
- b) Full and associate membership is limited to persons who hold full-time appointments at Rutgers University in Camden or at the University of Medicine and Dentistry of New Jersey.
- c) Except in the cases of persons who hold clinical appointments at UMDNJ, it is expected that all members will be engaged in scholarly research or creative activity and that this work will be disseminated through refereed journals of distinction or their equivalent.
- d) To become a member, one must be nominated by the faculty of a Graduate Program and be appointed in writing by the Dean.
- e) Changes in membership status subsequent to appointment may be made by the Dean upon the recommendations of Program Directors. Members who are affected by such changes will be notified in writing by the Dean.

Section 4. The distinction between full and associate membership hinges on the extent to which a given member participates in a given Program. It has nothing to do with academic rank. A full or associate professor who is only occasionally or tangentially involved in a Program may be listed as an associate member of its Program Faculty, while an assistant professor who participates more regularly may be listed as a full member.

Section 5. Adjunct Members may be part-time lecturers or other persons from outside Rutgers University and UMDNJ who possess professional expertise or other forms of experience of potential value to a Program. They may teach courses from time to time, or they may serve only on Program committees.

Section 6. Full and associate members have the right to vote at meetings of the Graduate Faculty, to serve on committees of the Graduate School as defined by these bylaws, to teach graduate courses, and direct the research and chair committees of masters students. Adjunct members may teach graduate courses and serve on but not chair the committees of masters students. They shall have voice but not vote in the affairs of the Graduate Programs and at meeting of the Graduate Faculty.

Section 7. No one who is a faculty member of a Graduate Program may simultaneously take graduate courses in that Program for degree credit without the written approval of the Dean or Associate Dean.

Article III. Meetings of the Graduate Faculty

Section 1. The Dean or Associate Dean shall call a meeting of the Graduate Faculty at least once each academic year. Additional meetings may be called upon notice of at least one week at the initiation of either:

- a) The President, the Camden Provost, or the Dean.
- b) A vote of the Executive Council of the Graduate Faculty.
- c) A petition to the Dean of at least 25 percent of the membership of the Graduate Faculty.

Section 2. When particularly urgent matters require prompt action by the Graduate Faculty meetings may be called with less than one week's notice, provided that every reasonable effort is made to notify members of the Graduate Faculty by telephone or telegram. The business of the meeting shall be limited to those urgent matters for which the meeting was called.

Section 3. A quorum shall consist of at least one-quarter of the voting members. Voting will be by simple majority except as otherwise specified in these bylaws. Meetings shall be conducted according to *Robert's Rules of Order*.

Section 4. An agenda set by the Dean or Associate Dean and the Executive Council will be circulated at least one week prior to a called meeting. Any original motion from the floor, or new business in the hands of the Dean not on the agenda, requires a two-thirds vote of members present to be placed on the agenda for discussion.

Section 5. Graduate students representing the Graduate School on the University Senate, or serving on a Standing Committee of a Graduate Program, and the President of the Graduate Student Association, may attend Faculty meetings with the privilege of voice but without vote.

Section 6. Members of other Rutgers University faculties and all graduate students may attend meetings as observers. However, the Faculty may at any time, by majority vote, move to close a meeting to all except Members of the Graduate Faculty.

Section 7. All minutes of Graduate Faculty meetings shall be distributed to Members and shall be available to other members of the University community on request.

Article IV. Officers and Duties

Section 1. The Dean of the Graduate School. As provided by University Regulation 2.41:

- a) The Dean shall be responsible for the effective academic and educational administration of the Graduate School and shall promote its efficiency by every approved means.

- b) The Dean or the Associate Dean shall preside at all meetings of the Graduate Faculty and at all meetings of the Executive Council.
- c) The Dean of the Graduate School shall be an ex officio member of all Standing Committees of the Graduate School.
- d) The Dean and the Associate Dean shall exercise a liaison function among the college department chairpersons, the school and college Deans, Directors of Graduate Programs, and the Executive Council of the Graduate Faculty.
- e) The Dean and the Associate Dean shall use the resources of their office, the Standing Committees of the Graduate Faculty, and any other source that they may choose to prepare an annual report to the Provost.
- f) Copies of this report shall be distributed to members of the Executive Council and be made available to members of the Graduate Faculty.
- g) The Associate Dean shall keep minutes of the meetings of the Executive Council and of the Graduate Faculty, supervise all mail voting, and perform other duties as from time to time shall be designated by the Dean.

Section 2. The Executive Council of the Graduate Faculty
Membership and Selection

- a) The Council shall be composed of the Program Directors of those Graduate Programs offered by the Graduate School in Camden. The term of service of the Council Member shall be coincidental with that of his/her appointment as Program Director. It follows that Council Members can serve as many terms as they are appointed as Program Directors. Each Program Director shall designate a Full or Associate Member of its graduate faculty as alternate in the event that the Program Director is unable to represent his/her Program.
- b) The Executive Council shall act for the Graduate Faculty to:
 - i) Pass on proposals for new courses.
 - ii) Consider issues and proposals for action with regard to academic planning and Program development. Graduate Programs shall be evaluated at intervals by groups of senior scholars, in the relevant fields of study, chosen from outside the University. The Executive Council of the Graduate Faculty shall initiate such review. The reviewing panel shall be selected by the Executive Council in consultation with the Graduate Program under review.
 - iii) Make provision for the staffing of any committees which the Faculty may choose to establish and to receive and evaluate any reports that may issue from such committees.
 - iv) Maintain liaison with student governing bodies to elicit opinions on curricula, courses, teaching effectiveness, and student-faculty interaction.
 - v) Prepare, together with the Dean or Associate Dean, the agenda for faculty meetings on all routine and policy matters requiring faculty discussion and approval.
 - vi) Take other actions, as necessary, between regular meetings of the Faculty, and advise the Dean and Associate Dean.
- c) The Executive Council shall ordinarily meet four times each semester. A majority of the Executive Council shall constitute a quorum. The Dean, or in his absence the Associate Dean, shall preside at all meetings of the Executive Council. The Dean or the Associate Dean shall cast tie-breaking votes.

- d) Additional meetings may be called
 - i) by the Graduate Dean,
 - ii) by petition of 25 percent of the membership, or
 - iii) by a vote of the Executive Council.
- e) Council minutes shall be distributed to all Directors.

Section 3. Standing Committees may be established by a two-thirds vote of those present at a regular faculty meeting. The membership of new Standing Committees shall be elected by the membership from a slate presented by a Committee on Rules of Procedure. The Dean shall appoint replacements to Standing Committees as needed between elections.

Section 4. Ad hoc Committees, when required, shall be appointed by the Dean or the Associate Dean for a period of no longer than one year and shall submit written reports to the Dean and the Executive Council.

Article V. Amendments

Section 1. The bylaws may be amended at a meeting of the Graduate Faculty, or by mail ballot of the membership of the Faculty as follows:

- a) Amendments may be initiated by the Dean or Associate Dean, by a simple majority of the Executive Council, or by the written petition of ten voting members of the Graduate Faculty.
- b) Amendments may be voted on at a Faculty meeting provided that they have been submitted to the Faculty not less than ten days before the date of the meeting to consider said amendments and that a quorum is present.
- c) They may be voted on by mail ballot provided that a text of the proposed amendments is mailed to all the members of the Graduate Faculty not fewer than twenty days (excluding vacation periods) before the ballots are tallied.
- d) Amendments must be approved by two-thirds of the Members who vote.

The Graduate School – Camden
By - Laws

BYLAWS OF THE GRADUATE SCHOOL-CAMDEN, RUTGERS UNIVERSITY
(revised in April of 1981, April of 1992, May of 1996. and April of 1999)

Article I. Organization of the Graduate Faculty

Section 1. The Dean of the Graduate School in Camden, and, under the authority of the Dean, the Associate Dean, shall be the chief administrative officers of the Graduate School per Article IV, Section 1, and shall serve as spokespersons for Programs of the Graduate School in Camden to the Camden Provost and to all other appropriate officers of the University. The powers and responsibilities of the Dean shall follow regulation 2.41 of the University Statutes. The Dean may delegate such powers as he/she chooses to the Associate Dean.

Section 2. the Rutgers-Camden Graduate Faculty, 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:

a) To exercise jurisdiction over academic matters and to prescribe requirements for admission, curricula, and graduation as outlined in Section 4.31 of the University Statutes. The Faculty shall 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 in Teaching, Master of Physical Therapy, Master of Science, Master of Science in Teaching, and Master of Public Administration.

b) In accordance with Section 1.11 of the University Statutes, to be responsible for all instruction at the graduate level offered at the Camden Campus in fields not assigned by the Statutes to other divisions of the University.

Section 3. The Dean and Associate Dean will be advised by an Executive Council, which shall consist of the Program Directors. All standing committees of the Graduate Faculty shall report to the Dean directly, through the Associate Dean, or through the Executive Council.

Section 4. The basic education unit of the Graduate Faculty shall be the Graduate Program. Under regulation 2.52 of the University Statutes, each Program shall be administered by a Program Director, who will be appointed by the Dean, ordinarily in consultation with a department chairperson to whom the director reports. The Program Director, with the concurrence of the Program Executive Committee, will formulate policy and implement actions of the Program in conformance with the bylaws and regulations of the Graduate School and the bylaws of the Program. The Program Director will submit, by June 1 of each academic year, a report to the Program faculty and to the Dean. Each Program shall be covered by bylaws approved by the membership of the Program and the Dean or Associate Dean.

Section 5. The bylaws of the Graduate Programs shall provide for the following:

- a) A procedure for nomination of faculty to Membership, Associate Membership, or Adjunct Membership.
- b) A procedure for the designation of a Program Executive Committee, which shall be representative of the Program members.
- c) A statement of the frequency of faculty meetings and the procedures governing such meetings, including such matters as attendance and voting privileges, prerequisites for a quorum, and the privilege of calling extraordinary meetings.
- d) Procedures for the representation of students and for the solicitation of student opinion.
- e) A procedure by which faculty are assigned to course instruction, advising, and administrative, thesis, and examining committees.
- f) Program organization, including the functions of committees and procedures for the appointment of their members. Responsibility should be located for admissions, advising, review of student progress, curriculum, and placement.
- g) A procedure for student appeals and grievances.
- h) A procedure for faculty appeals.
- i) A procedure for amendment of the Program bylaws.

Article II. Membership of the Graduate Faculty

Section 1. By virtue of their office, the Camden Provost, the Dean and Associate Dean of the Graduate School, the Librarian of the Camden College of Arts and Sciences, and the Deans of the Camden College of Arts and Sciences, Law School, and Business School shall be ex officio Members of the Graduate Faculty.

Section 2. There are three categories of membership: full membership, associate membership, and adjunct membership.

Section 3. General criteria for membership:

- a) All members should be involved in some way in a Graduate Program that is administered under the authority of the Graduate School-Camden.
- b) Full and associate membership is limited to persons who hold full-time appointments at Rutgers University in Camden or at the University of Medicine and Dentistry of New Jersey.
- c) Except in the cases of persons who hold clinical appointments at UMDNJ, it is expected that all members will be engaged in scholarly research or creative activity and that this work will be disseminated through refereed journals of distinction or their equivalent.
- d) To become a member, one must be nominated by the faculty of a Graduate Program and be appointed in writing by the Dean.
- e) Changes in membership status subsequent to appointment may be made by the Dean upon the recommendations of Program Directors. Members who are affected by such changes will be notified in writing by the Dean.

Section 4. The distinction between full and associate membership hinges on the extent to which a given member participates in a given Program. It has nothing to do with academic rank. A full or associate professor who is only occasionally or tangentially involved in a Program may be listed as an associate member of its Program Faculty, while an assistant professor who participates more regularly may be listed as a full member.

Section 5. Adjunct Members may be part-time lecturers or other persons from outside Rutgers University and UMDNJ who possess professional expertise or other forms of experience of potential value to a Program. They may teach courses from time to time, or they may serve only on Program committees.

Section 6. Full and associate members have the right to vote at meetings of the Graduate Faculty, to serve on committees of the Graduate School as defined by these bylaws, and to teach graduate courses and direct the research and chair committees of masters students. Adjunct members may teach graduate courses and serve on but not chair the committees of masters students. They shall have voice but not vote in the affairs of the Graduate Programs and at meetings of the Graduate Faculty.

Section 7. No one who is a faculty member of the Graduate Program may simultaneously take graduate courses in that Program for degree credit without the written approval of the Dean or Associate Dean.

Article III. Meetings of the Graduate Faculty

Section 1. The Dean or Associate Dean shall call a meeting of the Graduate Faculty at least once each academic year. Additional meetings may be called upon notice of at least one week at the initiation of either:

- a) The President, the Camden Provost, or the Dean
- b) A vote of the Executive Council of the Graduate Faculty
- c) A petition to the Dean of at least 25 percent of the membership of the Graduate Faculty.

Section 2. When particularly urgent matters require prompt action by the Graduate Faculty, meetings may be called with less than one week's notice, provided that every reasonable effort is made to notify members of the Graduate Faculty by telephone or telegram. The business of the meeting shall be limited to those urgent matters for which the meeting is called.

Section 3. A quorum shall consist of at least one-quarter of the voting members. Voting will be by simple majority as otherwise specified in these bylaws. Meetings shall be conducted according to Robert's Rules of Order.

Section 4. An agenda set by the Dean or Associate Dean and the Executive Council will be circulated at least one week prior to a called meeting. Any original motion from the

floor, or new business in the hands of the Dean not on the agenda, requires a two-thirds vote of members present to be placed on the agenda for discussion.

Section 5. Graduate students representing the Graduate School on the University Senate, or serving on a Standing Committee of a Graduate Program, and the President of the Graduate Student Association, may attend Faculty meetings with the privilege of voice but without vote.

Section 6. Members of other Rutgers University faculties and all graduate students may attend meetings as observers. However, the Faculty may at any time, by majority vote, move to close a meeting to all except Members of the Graduate Faculty.

Section 7. All minutes of Graduate Faculty meetings shall be distributed to Members and shall be available to other members of the University community on request.

Article IV. Officers and Duties

Section 1. The Dean of the Graduate School. As provided by University Regulation 2:41:

a) The Dean shall be responsible for the effective academic and educational administration of the Graduate School and shall promote its efficiency by every approved means.

b) The Dean or the Associate Dean shall preside at all meetings of the Graduate Faculty and at all meetings of the Executive Council.

c) The Dean of the Graduate School shall be an ex officio member of all Standing Committees of the Graduate School.

d) The and Dean and the Associate Dean shall exercise a liaison function among the college department chairpersons, the school and college Deans, Directors of Graduate Programs, and the Executive Council of the Graduate Faculty.

e) The Dean and the Associate Dean shall use the resources of their office, the Standing Committees of the Graduate Faculty, and any other source that they may choose to prepare an annual report to the Provost. Copies of this report shall be distributed to members of the Executive Council and be made available to members of the Graduate Faculty.

f) The Associate Dean shall keep minutes of the meetings of the Executive Council and of the Graduate Faculty, supervise all mail voting, and perform other duties as from time to time shall be designated by the Dean.

Section 2. The Executive Council of the Graduate Faculty

a) Membership and Selection. The Council shall be composed of the Program Directors of those Graduate Programs offered by the Graduate School in Camden. The term of service of the Council Member shall be coincidental with that of his/her appointment as Program Director. It follows that Council Members can serve as many terms as they are appointed as Program Directors. Each Program Director shall designate

a Full or Associate Member of its graduate faculty as alternate in the event that the Program Director is unable to represent his/her program.

b) The Executive Council shall act for the Graduate Faculty to:

i. Pass on proposals for new courses

ii. Consider issues and proposals for action with regard to academic planning and Program development. Graduate Programs shall be evaluated at intervals by groups of senior scholars, in the relevant fields of study, chosen from outside the University. The Executive Council of the Graduate Faculty shall initiate such review. The reviewing panel shall be selected by the Executive Council in consultation with the Graduate Program under review.

iii. Make provision for the staffing of any committees which the Faculty may choose to establish and to receive and evaluate any reports that may issue from such committees.

iv. Maintain liaison with student governing bodies to elicit opinions on curricula, courses, teaching effectiveness, and student-faculty interaction.

v. Prepare, together with the Dean or Associate Dean, the agenda for faculty meetings on all routine and policy matters requiring faculty discussion and approval.

vi. Take other actions, as necessary, between regular meetings of the Faculty, and advise the Dean and Associate Dean.

c) The Executive Council shall ordinarily meet four times each semester. A majority of the Executive Council shall constitute a quorum. The Dean, or in his absence the Associate Dean, shall preside at all meetings of the Executive Council. The Dean or the Associate Dean shall cast tie-breaking votes. Additional meetings may be called i) by the Director or Graduate Dean, ii) by petition of 25 percent of the membership, or iii) by a vote of the Executive Council.

d) Council minutes shall be distributed to all Directors.

Section 3. Standing Committees may be established by a two-thirds vote of those present at a regular faculty meeting. The membership of new Standing Committees shall be elected by the membership from a slate presented by a Committee on Rules of Procedure. The Dean shall appoint replacements to Standing Committees as needed between elections.

Section 4. Ad hoc Committees, when required, shall be appointed by the Dean or the Associate Dean for a period of no longer than one year and shall submit written reports to the Dean and the Executive Council.

Article V. Amendments

Section 1. The bylaws may be amended at a meeting of the Graduate Faculty, or by mail ballot of the membership of the Faculty as follows:

a) Amendments may be initiated by the Dean or Associate Dean, by a simple majority of the Executive Council, or by the written petition of ten voting members of the Graduate Faculty.

b) Amendments may be voted on at a Faculty meeting provided that they have been submitted to the Faculty not less than ten days before the date of the meeting to consider said amendments and that a quorum is present.

c) They may be voted on by mail ballot provided that a text of the proposed amendments is mailed to all the members of the Graduate Faculty not fewer than twenty days (excluding vacation periods) before the ballots are tallied.

d) Amendments must be approved by two-thirds of the Members who vote.

School of Business – Camden
By - Laws

BY-LAWS OF

The School of Management
Rutgers, The State University of New Jersey
Camden, New Jersey

Article I

NAME

This academic component shall be known as The School of Management, Rutgers, The State University of New Jersey at Camden.

Article II

RESPONSIBILITIES

Section 1. The School of Management shall be responsible for: (1) providing undergraduate academic programs to juniors and seniors leading to the degree of Bachelor of Science in all areas related to management and accounting; (2) providing non-credit education in all areas related to management and accounting; (3) providing appropriate community service and research programs related to its educational missions; (4) its own organization and procedure; (5) academic policies and regulations within procedures prescribed by the University; and (6) such related matters and programs as shall be referred to it by its members or by appropriate university officers.

Section 2. The School of Management shall create such committees and other structures as necessary to ensure that it can effectively carry out its responsibilities.

Section 3. The principal legislative body of The School of Management shall be its faculty.

Article III

FACULTY

Section 1. In accordance with University Statute (4.11), the Undergraduate Faculty of the School of Management shall consist of the President and Executive Vice President for Academic Affairs of the University, the Camden Provost, the Dean of the School of Management, the Professors, Associate Professors, Assistant Professors and Instructors who have served at least one year. The Undergraduate Faculty shall also include professional business librarians of equivalent rank. Other officers may be designated as faculty in accordance with University Statute 4.11.

Section 2. Other officers may be invited by the Undergraduate Faculty to its meetings and may take part in the discussion, but shall not vote (4.13).

Article IV

OFFICERS

Section 1. The Dean of the School of Management shall be the Chief Academic and Administrative Officer of the School and shall preside over all meetings of the faculty. The Dean is responsible for managing the affairs of the School and for carrying out the programs and policies approved by its faculty.

Section 2. Additional officers shall be appointed, as needed, by the Dean, with the advice of the Policy Committee. These officers shall be responsible to the Dean and shall carry out their duties as assigned by the Dean.

Article V

MEETINGS

Section 1. The faculty shall prescribe for itself a suitable schedule of regular meetings. At least one meeting shall be held each semester (statue 4.41) and special meetings shall be held at the call of the President or the Dean or of twenty-five percent of the members of the faculty (statute 4.41).

Section 2. All faculty with rank of Assistant Professor and above shall be eligible to vote; instructors shall be eligible to vote after their first year of teaching on this faculty.

Section 3. Part-time faculty are encouraged to attend meetings, but shall have no voting rights.

Section 4. Non-faculty Administrative personnel as well as students shall be represented at the meetings of the faculty and their representatives shall have voting rights. Specific procedures to ensure this representation shall be determined by the Dean with the advice of the faculty.

Section 5. Fifty percent of the faculty shall constitute a quorum for the transaction of business. A meeting at which no quorum is present may however set the date for another meeting and issue a call for such a meeting before adjourning.

Article VI

AREA CO-ORDINATORS AND DEPARTMENT CHAIRPERSONS

The Dean, with the advice of appropriate faculty bodies, may appoint area co-ordinators or department chairpersons as are considered necessary to assist with the operation of The School of Management. The role and duties of these coordinators or chairpersons will be determined by the Dean with the advice of the Policy Committee.

Article VII

EXECUTIVE ADVISORY COUNCIL

An Executive Advisory Council shall be established by the Dean with the advice of the Policy Committee, to serve as a liaison and advisory group between The School of Management and the community at large.

Article VIII

STANDING COMMITTEES

Section 1. An Administrative Advisory Committee shall provide advice, planning and counsel to the Dean on the affairs of the School; shall meet with the Dean on a regular basis; and shall be composed of all area coordinators, department chairpersons and other officers of the School. The Dean shall chair this Committee.

Section 2. A Policy Committee shall consider faculty and academic concerns, acting in an advisory capacity to the Dean. This Committee shall act as an executive committee of the faculty and shall be responsible for long-range planning, rules of procedure, and academic policies. All committees except the Administrative Advisory Committee and the Appointments and Promotions Committee shall report to the Dean and the faculty through the Policy Committee. The Policy Committee shall be composed of four members elected for two year terms, with two being elected each year. Members of the Administrative Advisory Committee are not eligible for election to this Committee. The Policy Committee shall elect a chairperson from among its members. The Dean is an ex-officio member, but shall not serve as chairperson.

concentration within the school will be represented on the Committee. This Committee shall report its recommendations to the faculty through the Policy Committee.

Section 4. An External Program Committee shall develop relationships with the business community in such areas as credit and non-credit courses. The committee shall be composed of two faculty members appointed by the Dean and one elected by the faculty. The officer of the school responsible for management development and continuing education shall serve EX OFFICIO and shall chair this committee. The officer responsible for external development activities shall also serve EX OFFICIO.

Section 5. An Appointments and Promotions Committee shall be created. The duties of this committee shall be to advise the Dean 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 shall also be forwarded to the Camden Provost and to the Vice President for Academic Affairs. The committee may also on its own initiative make suggestions as to personnel matters to administrative officers (statue 4.24).

All tenured faculty of The School of Management shall be eligible to serve for junior faculty decisions, and all full professors, who are tenured in the school shall be eligible to serve for senior faculty decisions. The Dean shall appoint one associate professor and one full professor to this committee. The faculty shall elect the remaining two members, one associate and one full professor. Two alternates (one appointed by the Dean and one elected by the faculty) are assigned to the committee to serve when the elected (or appointed) person is unable to serve.

Section 6. A Scholastic Standing Committee shall be responsible for the following duties:

- a. to interpret and execute the rules and regulations of the School and of the University, in individual cases of students involving scholastic standing.

The Committee may, in its discretion, and with the approval of the Dean, suspend for an individual student the force of a scholastic regulation, provided such action does not violate a University regulation. It shall report such action at the next meeting of the Policy Committee;

- b. to impose such restrictions on the student's educational program as may be considered desirable;
- c. to inform the faculty of the current methods of the Committee in interpreting and executing the existing rules and regulations regarding scholastic standing of students;
- d. to advise the faculty members after each semester of the scholastic standing of the students under their jurisdiction;
- e. to propose new scholastic regulations to the Policy Committee.

This Committee shall be composed of four faculty and two students appointed by the Dean.

Section 7. A Student-Faculty Relations Committee shall be responsible for the following duties:

- a. to recommend procedures for improving relations between student and faculty;
- b. to attempt alleviation of conditions causing student frustration or discontent, through informal or discontent, through informal contacts or through recommendations for faculty or administrative action;
- c. to review regulations governing the general conduct of students in the school;
- d. to inform and counsel students about their student and civil rights, especially with regard to disciplinary procedures.

This committee shall be composed of four faculty and three students appointed by the Dean.

Section 8. A Committee on Review shall be created. This Committee shall consist of four tenured members, two appointed by the Dean and two elected by the faculty. One member shall be elected and one appointed each year for a two-year term. The Committee may report to the Dean, the Provost of the University, the President, or the Governors, and may in its discretion make reports for the information of the faculty of the School (statute 4.23).

The duties of the Committee shall be to counsel and advise any member of the faculty of the School who seeks such advice with respect to any problem affecting his status as a member of the University (statute 4.23).

(This Committee has two alternates chosen in the same manner as the Appointments and Promotions Committee.)

Section 9. The Policy Committee or Administrative Advisory Committee as determined by the Policy Committee will handle the affairs of the following committees until there is a need to appoint an entire committee for any particular task: Committee on Admissions, Committee on Honors Programs, Committee on Security, and Committee on Teacher Evaluation.

Section 10. The Dean shall appoint the chairperson to all committees except as otherwise stated in these bylaws.

Article IX

PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert's Rules of Order, Newly Revised, shall govern the meetings of the faculty and of all committees or other entities created under the authority of these bylaws, in all cases to which they are applicable and in which they are not inconsistent with the relevant bylaws or special rules of order previously adopted by those bodies.

Article X

AMENDMENTS

These bylaws can be amended at any regular meeting of the Faculty by two-thirds vote of the members present and voting. Copies of the amendment must be provided to all members of the faculty two weeks prior to the meeting at which the amendment will be brought to the floor for a vote.

BY-LAWS OF

The Graduate School of Management

Rutgers, The State University of New Jersey
Camden, New Jersey

Article I

NAME

This academic component shall be known as The School of Management, Rutgers, The State University of New Jersey at Camden.

Article II

RESPONSIBILITIES

Section 1. The Graduate School of Management shall be responsible for: (1) providing academic programs to graduate students leading to the degree of Masters of Business Administration; (2) providing other graduate courses and programs either by itself or in cooperation with other graduate components of the university as shall be approved by its faculty and other necessary bodies within the university (3) providing appropriate community service and research programs related to its educational missions; (4) its own organization and procedure; (5) academic policies and regulations within the procedures prescribed by the University; and (6) such related matters as shall be referred to it by its members or by appropriate university officers.

Section 2. The Graduate School of Management shall create such committees and other structures as necessary to ensure that it can effectively carry out its responsibilities.

Section 3. The principal legislative body of The Graduate School of Management shall be its faculty.

Article III

FACULTY

Section 1. The faculty of the Graduate School of Management shall consist of the President and Executive Vice President for Academic Affairs of the University, the Camden Provost, the Dean of the Graduate School of Management, and the Professors, Associate Professors, and Assistant Professors of the School of Management on the Camden campus.

Section 2. Other individuals may be invited by the Graduate Faculty to its meetings and may take part in the proceedings but shall have no vote.

Section 3. Although the Graduate Faculty shall have all the rights and privileges attached to membership in any other graduate faculty of the university and shall normally provide the courses required to accomplish the missions of the school, other individuals may be asked to provide specific courses from time to time. Individual faculty members who are members of another graduate faculty in the university will need no further approval to do so. Other individuals who are not members of such a body must be recommended for approval to the Dean by the Policy Committee of the school and must be approved by the Dean.

Article IV

OFFICERS

Section 1. The Dean of the Graduate School of Management shall be the Chief Academic and Administrative Officer of the Graduate School and shall preside over all meetings of the faculty. The Dean is responsible for managing the affairs of the Graduate School and for carrying out the programs and policies approved by its faculty.

Section 2. Additional officers shall be appointed, as needed, by the Dean, with the advice of the Policy Committee. These officers shall be responsible to the Dean and shall carry out their duties as assigned by the Dean.

Article V

MEETINGS

Section 1. The graduate faculty shall prescribe for itself a suitable schedule of regular meetings. At least one meeting shall be held each semester and special meetings shall be held at the call of the President or the Dean or of twenty-five percent of the members of the faculty.

Section 2. All faculty with rank of Assistant Professor and above shall be eligible to vote.

Section 3. Part-time faculty are encouraged to attend meetings, but shall have no voting rights.

Section 4. Fifty percent of the faculty shall constitute quorum for the transaction of business. However a meeting which does not contain a quorum may determine the date for a subsequent meeting and issue a Call for such a meeting before adjourning.

Section 4. Non-faculty Administrative personnel as well as students shall be represented at the meetings of the faculty and their representatives shall have voting rights. Specific procedures to ensure this representation shall be determined by the Dean with the advice of the faculty.

Article VI

AREA COORDINATORS AND DEPARTMENT CHAIRPERSONS

The Dean, with the advice of appropriate faculty bodies, may appoint such area coordinators or department chairperson as are considered necessary to assist with the operation of The Graduate School of Management. The role and duties of these coordinators or chairpersons will be determined by the Dean with the advice of the Policy Committee.

Article VII

STANDING COMMITTEES

Section 1. An Administrative Advisory Committee shall provide advice, planning and counsel to the Dean on the affairs of the Graduate School; shall meet with the Dean on a regular basis; and shall be composed of all area coordinators, department chairpersons and other officers of the School. The Dean shall chair this Committee.

Section 2. A Policy Committee shall consider faculty and academic concerns, acting in an advisory capacity to the Dean. This Committee shall act as an executive committee to the graduate faculty and shall be responsible for long-range planning, rules of procedure, and academic policies. All the Committees shall report to the Dean and the faculty through the Policy Committee. The Policy Committee shall be composed of four members elected each year. Members of the Administrative Advisory Committee are not eligible for election to this Committee. The Policy Committee shall elect a chairperson from among its members. The Dean is an ex-officio member, but shall not serve as chairperson.

responsible for the following duties:

- a. to interpret and execute the rules and regulations of the School and of the University, in individual cases of students involving scholastic standing. The Committee may, in its discretion, and with the approval of the Dean suspend for an individual student the force of a Scholastic regulation, provided such action does not violate a University regulation. - It shall report such action at the next meeting of the Policy Committee;
- b. to impose such restrictions on the student's educational program as may be considered desirable;
- c. to inform the faculty of the current methods of the Committee in interpreting and executing the existing rules and regulations regarding scholastic standing
- d. to advise the faculty members after each semester of the scholastic standing of the students under their jurisdiction;
- e. to propose new scholastic regulations to the Policy Committee.

This committee shall be composed of four faculty and two students appointed by the Dean.

Section 5. A Student-Faculty Relations Committee shall be responsible for the following duties:

- a. to recommend procedures for improving relations between student and faculty;

- b. to attempt alleviation of conditions causing student frustration or discontent, through informal contacts or through recommendations for faculty or administrative action;
- d. to inform and counsel students about their student and civil rights, especially with regard to disciplinary procedures.

This committee shall be composed of four faculty and three students appointed by the Dean.

Section 6. The Policy Committee or Administrative Advisory Committee as determined by the Policy Committee will handle the affairs of the following committees until there is a need to appoint an entire committee for any particular task: Committee on Admissions, Committee on Honors Program, Committee on Security, and Committee on Teacher Evaluation.

Section 7. The Dean shall appoint the chairperson to all committees except as otherwise stated in these bylaws.

Article VIII

PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert's Rules of Order, Newly Revised, shall govern the meetings of the faculty and of all committees or other entities created under the authority of these bylaws, in all cases to which they are applicable and in which they are not inconsistent with the relevant bylaws or other special rules of order adopted by those bodies.

Article IX

AMENDMENTS

These bylaws can be amended at any regular meeting of the faculty by two-thirds vote of the members present and voting. However copies of a proposed amendment must be distributed to all faculty members at least two weeks prior to the meeting at which such amendments will be brought to the floor for consideration.

School of Arts and Sciences – New Brunswick
By - Laws

**BYLAWS
OF THE
SCHOOL OF ARTS AND SCIENCES**

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

Ratified: December 14, 2006

ARTICLE I. PURPOSE AND ORGANIZATION

Section 1. The School of Arts and Sciences (hereinafter SAS) shall be maintained for the purposes of providing undergraduate and graduate education in the arts and sciences to the students in New Brunswick and of conducting research in the arts and sciences.

Section 2. The affairs of SAS shall be administered by the Executive Dean and governed by the voting members of SAS. The organizational structure of SAS shall consist of its various departments, programs, and other duly constituted units (such as centers and institutes). Each unit providing instruction shall develop courses in its discipline or subject area and appropriate curricular groupings (e.g., majors, options within a major, and minors), subject to the approval of the faculty of SAS (and, where appropriate, the graduate faculty). All majors, options, minors, and courses approved by SAS are open to all students of the University who meet the requirements established for these offerings.

Section 3. These bylaws are intended to govern the affairs of SAS in accordance with the provisions set forth in their several articles and with University Regulations. In the event of any conflict or inconsistency between these bylaws and University Regulations, the University Regulations shall prevail.

ARTICLE II. VOTING

Section 1. All tenured, tenure-track and research faculty who are voting members of a department in SAS, as defined by Article VII, Section 2, shall be voting members of SAS. Voting members of an SAS department who currently hold an administrative position shall continue to be voting members of SAS during the terms of their administrative appointments.

Section 2. Other faculty of the SAS may be granted voting membership in SAS upon recommendation by one of the departments or programs of SAS, or by the Executive Dean, and by approval by the Executive Committee.

Section 3. University faculty from units that offer majors or minors to SAS students may be appointed by the Executive Dean as Affiliates of SAS. The units that offer majors or minors to SAS students include the Edward J. Bloustein School of Planning and Public Policy, the Graduate School of Education, the Mason Gross School of the Arts, the Rutgers Business School, the School of Communication, Information and Library Studies, the School of Environmental and Biological Sciences, the School of Management and Labor Relations, and the School of Social Work. SAS Affiliates may serve on committees pertaining to undergraduate education as described in Article VI. When motions put forth by such committees are to be voted on by the SAS Membership, SAS Affiliates are treated as voting members. Affiliates may be nominated by the Deans of their units, by Chairs of SAS Departments, or by the Vice Dean for Undergraduate Education of SAS. All Affiliates who attend one or more meetings in the course of two years shall be automatically renewed.

Section 4. By virtue of their offices, the President, the Executive Vice President for Academic Affairs, the Vice President for Undergraduate Education and the Dean of the Graduate School-New Brunswick shall be voting members of SAS.

Section 5. The Executive Dean may use the computer infrastructure of the University to carry out secure and anonymous voting whenever such a process is appropriate to the vote being taken. The precise methodology will change over time but will be widely announced, and will stress security, completeness, and ease of use. Examples include elections of committee members and ballot votes as described in Article IV Section 4.

ARTICLE III. OFFICERS

Section 1. The Executive Dean is the principal officer of SAS and is charged with supervising its administration and leading its faculty and staff in the creation and implementation of effective programs in instruction, research, and service. The responsibilities of the Executive Dean include appointing department chairs, in accordance with the provisions of Article VII, Sections 4 and 5, program committees and directors, in accordance with Article VIII, Section 2, and appointed members of committees of SAS, recommending faculty appointments, reappointments, and promotions, and recommending the budget, except as limited by these bylaws. The Executive Dean shall preside at all meetings of SAS unless the President of the University is present and presides.

Section 2. The Executive Dean may appoint area, vice, associate and assistant deans and assign responsibilities to them in accordance with their functions.

Section 3. A Secretary of SAS shall be elected by the voting members for a term of three years. The Secretary shall record all actions taken by the faculty of SAS and distribute minutes of all meetings to each voting member of SAS, to the Executive Vice President for Academic Affairs, to the Secretary of the University Senate, and to the Chair of the New Brunswick Faculty Council. The Secretary shall serve as a member of the Rules of Procedure Committee and maintain for reference an up-to-date compilation of the bylaws of SAS. Where the bylaws do not provide specific guidelines, the Secretary, in consultation with the Rules of Procedure Committee, shall have the authority to decide who may vote in faculty and departmental elections; all such decisions may be appealed to the faculty of SAS. The Secretary shall conduct elections in accordance with the provisions of these bylaws.

Section 4. A Parliamentarian shall be appointed by the Executive Dean annually.

ARTICLE IV. MEETINGS

Section 1. A meeting of the faculty of SAS shall be held at least once each semester, at the call of the Executive Dean. The Executive Dean may call additional meetings of the faculty as needed. The Executive Dean must call a meeting of the faculty upon petition signed by at least ten percent of the voting members of SAS or five members of the Executive Committee.

Section 2. A quorum shall consist of at least ten percent of the voting members of SAS, not including Affiliates of SAS. Voting shall be by simple majority except as otherwise specified in these bylaws.

Section 3. An agenda set by the Executive Dean shall be circulated at least one week prior to a called meeting. Voting members of SAS may add items to the agenda for a meeting upon petition signed by fifteen voting members, provided that the petition is received by the Executive Dean at least two weeks prior to the meeting. The agenda may be revised during a faculty meeting, or items added to the agenda, by a two-thirds majority of the voting members present. Items not on the agenda may also be introduced after the call for New Business; any motions introduced at this time shall be adopted by majority vote of the voting members present.

Section 4. At the request of one-third of the voting members present, a ballot to be submitted to all voting members of SAS shall be ordered on any question, before the final vote shall have been taken. A motion requesting a ballot shall take precedence over a call for the question. A motion to reconsider shall not be applicable to votes taken by ballot.

- Section 5. Meetings of SAS shall be open. However, the faculty may at any time, by majority vote, move to close a meeting to all except voting members of SAS.
- Section 6. Participation at meetings of SAS (e.g., discussion of a motion) shall normally be restricted to voting members of SAS. Others may be allowed to participate, without vote, upon motions passed by the faculty or upon invitation of the Executive Dean.
- Section 7. Except as otherwise specified in these bylaws, meetings of SAS shall be conducted in accordance with the most recent edition of Robert's Rules of Order.
- Section 8. Attendance shall be taken at each meeting and recorded in the minutes of the meeting.

ARTICLE V. COMMITTEE STRUCTURE

- Section 1. There shall be standing committees of SAS as specified in Article VI below.
- Section 2. To further the work of SAS, the faculty or the Executive Dean may establish committees ad hoc. After an ad hoc committee has been maintained for two consecutive years, it shall either be disbanded or be established as a standing committee by amendment of these bylaws in accordance with Article IX.
- Section 3. Except as otherwise specified in these bylaws, each standing committee shall have a chair and a secretary who shall keep minutes of the committee's actions. The Executive Dean may designate a Chair or Secretary. Otherwise, these positions will be elected by the committee members.
- Section 4. Standing or ad hoc committees may invite the Executive Dean or a designate of the Executive Dean to serve as an ex-officio, nonvoting member. This provision does not apply to the Advisory Committees on Appointments and Promotions, the Nominations and Elections Committee, the Rules of Procedure Committee, the Faculty Review Committee, and the Academic Standing Committee.
- Section 5. At least seventy-five percent of the voting members of each ad hoc committee shall be voting members of SAS.
- Section 6. All appointed faculty members of standing committees, except for the Advisory Committees on Appointments and Promotions, shall be voting members or Affiliates of SAS. Appointed faculty members of standing committees shall be appointed annually by the Executive Dean of SAS except as otherwise directed in these bylaws. Student members of committees shall not have access to

confidential faculty or student records, and shall have voting rights on the committees on which they serve except as otherwise directed in these bylaws.

Section 7. Candidates for elected faculty positions on standing committees shall be voting members of SAS. Such candidates shall be nominated by the Nominations and Elections Committee or by a petition signed by fifteen voting members of SAS. The Secretary of SAS shall receive nominations by petition and conduct the elections.

A vacancy arising in an elected faculty position on a committee shall be filled, until the next annual election, by the person with the next highest number of votes at the last election for that committee. If that person cannot serve, the Nominations and Elections Committee shall select a faculty member eligible to serve according to the requirements of these bylaws.

Section 8. Where these bylaws specify faculty membership from each of the four major discipline areas, these areas shall be the Humanities, the Life Sciences, the Physical and Mathematical Sciences, and the Social and Behavioral Sciences. A department's affiliation with one of these discipline areas is based on the department's choice, subject to the approval of the Executive Dean.

Section 9. The records of each standing and ad hoc committee shall be filed in the Office of the Executive Dean of SAS at the end of each academic year and shall be kept for a period of not less than three years.

Section 10. The Executive Committee, the Nominations and Elections Committee, the Rules of Procedure Committee, Advisory Committees on Appointments and Promotions, the Affirmative Action Committee, and the Faculty Review Committee are advisory to the Executive Dean and may, at their discretion, report to the faculty on policy matters. The faculty may request reports from any of these committees dealing with their policies and practices, avoiding personal and confidential details. All other committees shall report at least annually to the faculty and the Executive Dean.

Section 11. Committees assume their responsibilities annually on September 1. The Nominations and Elections Committee shall meet by the middle of February to begin the process of holding the annual election for elected positions in SAS. Voting in the annual election shall be carried out by secret ballot with provision to secure the integrity of the process. The annual election shall be completed before the end of the spring semester.

ARTICLE VI. STANDING COUNCILS AND COMMITTEES

Section 1. The councils and standing committees listed in this Article are presented in a sequence with the councils and the Executive Committee first, followed by three groupings of standing committees:

- (1) committees primarily concerned with administration,
- (2) committees primarily concerned with faculty affairs, and
- (3) committees primarily concerned with student affairs.

Section 2. The Council of Department Chairs shall be convened by the Executive Dean. It shall meet as necessary to discuss relevant information and to advise the Executive Dean. Any recommendations or administrative actions made by the Council on behalf of the faculty shall be reported to the faculty immediately.

The membership of the Council of Department Chairs shall be the Chairs of departments of SAS. The Executive Dean may add additional members, subject to the approval of the Council, in order to include relevant points of view not otherwise represented.

Section 3. The Council of Undergraduate Directors shall be convened by the Vice Dean for Undergraduate Education. It shall meet as necessary to discuss relevant information, and to advise the Vice Dean for Undergraduate Education.

The membership of the Council of Undergraduate Directors shall be the undergraduate directors of the departments and degree programs of SAS and of departments and degree programs in other Schools of the University that offer undergraduate majors or minors to SAS students. Departments or degree programs that do not have an undergraduate director will designate an appropriate representative to the Council.

Section 4. The Council of Student Representatives shall be convened by the Executive Dean. It shall meet as necessary to discuss relevant information, and to advise the Executive Dean on matters pertaining to undergraduate education and student interests.

The membership of the Council of Student Representatives shall be no fewer than eight students, appointed by the Executive Dean on a yearly basis. The Council should be broadly representative of the student body's elected leadership, and should also include the student members of standing SAS committees.

Section 5. The Executive Committee shall be convened by the Executive Dean. It shall meet as necessary to advise the Executive Dean on program priorities in such areas as faculty-line assignments, teaching, research, and service, in relation to the resources allocated to SAS and long-range planning in those areas.

The Executive Committee shall include eight members currently serving as chairs of SAS departments. All eight members will be appointed by the Executive Dean, and shall include no fewer than one from each of the major discipline areas.

Section 6. The Nominations and Elections Committee shall nominate at least two candidates for each elective faculty position (elective faculty positions include elected members of committees of SAS, the Secretary of SAS, and the members of the University Senate elected annually by SAS). No member of the Nominations and Elections Committee shall be eligible for nomination by the committee. Nominations shall be referred to the Secretary of SAS for distribution to the faculty of SAS. The committee shall advise the Executive Dean on appointing faculty members to committees.

In the event that the office of the Executive Dean of SAS becomes or is about to become vacant, the committee shall nominate candidates for the election of a minimum of five faculty members to a committee that shall advise the President of the University on the selection of a new Executive Dean.

An election subcommittee of the Nominations and Elections Committee shall be responsible for the conduct of an annual election. The subcommittee shall develop election procedures for preserving the integrity of the election process and for the efficient tabulation and certification of the results of the balloting.

The committee shall be composed of eight elected members, two from each of the major discipline areas. The members shall be elected for two-year overlapping terms.

Section 7. The Rules of Procedure Committee shall be consulted by the Executive Dean in all instances where the Executive Dean has found department bylaws inconsistent with either these bylaws or University Regulations and the department disagrees with the Executive Dean's findings. The committee shall maintain a current edition of these bylaws for periodic distribution to the faculty of SAS, and shall interpret these bylaws where they may be found to be ambiguous.

The committee shall be composed of the Secretary of SAS and four elected faculty members, one from each of the major discipline areas. The elected members shall serve for three-year overlapping terms.

Section 8. There shall be four Advisory Committees on Appointments and Promotions.

The Advisory Committee on Appointments and Promotions to Professor II shall be composed of faculty members at the rank of Professor II or higher. It shall advise the Executive Dean on promotions to the rank of Professor II and on all new appointments to the rank of Professor II.

The Advisory Committee on Appointments and Promotions to Professor I shall be composed of faculty members at the rank of Professor I or higher. It shall advise the Executive Dean on promotions to the rank of Professor I and on all new appointments to the rank of Professor I.

The Advisory Committee on Appointments and Promotions to Associate Professor with Tenure shall be composed of faculty members at the rank of Associate Professor or higher. It shall advise the Executive Dean on promotions to the rank of Associate Professor with tenure and on all new appointments to the rank of Associate Professor with tenure.

The Advisory Committee on Appointments and Promotions of Nontenured Faculty shall be composed of faculty members at the rank of Associate Professor or higher. It shall advise the Executive Dean on reappointments of nontenured faculty.

Each advisory committee on appointments and promotions shall be composed of twenty members, six from departments in the Humanities, six from departments in the Social and Behavioral Sciences and eight from departments in the Mathematical, Physical and Life Sciences, including at least three from the departments in the Life Sciences. Members of the committees shall be appointed by the Executive Dean of SAS. Where possible, no more than one member of a committee shall be from the same department. Members of the committees shall be tenured faculty members and shall normally be voting members of SAS in accordance with Article II, Section 1 of these bylaws; however, the Executive Dean of SAS shall have the option of including on the committees one or more faculty members from other units in the University. No faculty member serving as Chair can be appointed to one of these committees. Members of these committees shall serve for two-year overlapping terms. The advisory committees on appointments and promotions shall not have chairs or secretaries.

Each candidate to be considered by one of the advisory committees on appointments and promotions shall be reviewed by a four-member subcommittee. In the Humanities and Social and Behavioral Sciences, the subcommittee will consist of committee members from departments in the same discipline area as the candidate's department. For candidates from the Physical and Mathematical Sciences and the Life Sciences, the subcommittee will consist of committee members from departments in these two science discipline areas. Candidates working in interdisciplinary and multidisciplinary departments may request an ad hoc multidisciplinary subcommittee, composed of committee members from more than one discipline area.

When a matter arises concerning a candidate in the same department as a committee member, that committee member shall not be a member of the subcommittee reviewing the candidate. These subcommittees shall not have chairs

or secretaries. No candidate shall be reviewed by a subcommittee consisting of fewer than four members.

When a four-member subcommittee cannot otherwise be formed, subcommittee members may be drawn from one of the other three Advisory Committees on Appointments and Promotions, provided that the committee member meets the eligibility requirements for the subcommittee in question.

When a four-member subcommittee cannot be formed from the members of the four Advisory Committees on Appointments and Promotions, the Executive Dean shall appoint additional members to the extent necessary; such additional members shall meet the eligibility requirements for service on both the appointments and promotions committee and the subcommittee in question and shall serve only for the review of the candidate or candidates whose review has made their appointment necessary.

Section 9. The Affirmative Action Committee shall be convened by the Affirmative Action Officer for SAS. It shall advise the Executive Dean on policy matters concerning the status of minorities and women and on policy matters relating to other groups protected by state and federal equal employment opportunity laws (e.g., handicapped individuals, disabled veterans, and veterans of the Vietnam era).

The committee shall be composed of at least ten members: the Affirmative Action Officer for SAS (appointed by the Executive Dean), four elected members of the faculty of SAS (one from each major discipline area), four appointed members of the faculty of SAS (one from each major discipline area), and at least one student, appointed by the Executive Dean. The committee membership shall be broadly representative of racial, ethnic, and gender groups. Members shall serve for two-year overlapping terms.

Section 10. The Faculty Review Committee shall counsel and advise any member of the faculty of SAS who seeks such advice with respect to any problem affecting the faculty member's status as a member of the University. The committee may on its own initiative make suggestions concerning personnel matters to the administrative officers of SAS. The committee may report to the Executive Dean of SAS, the New Brunswick Vice President for Academic Affairs, the President of the University, or the Board of Governors, and may in its discretion make reports also for the information of the faculty of SAS.

The committee shall be composed of four tenured members of the faculty of SAS, two elected and two appointed. Members of the committee shall serve for two-year overlapping terms. No more than one member shall be from the same department. No members shall be department chairs. When a matter arises concerning a person in a committee member's department or of which a

committee member has knowledge through service on an advisory committee on appointments and promotions, the member shall neither participate nor vote.

Section 11. The Curriculum Committee shall have broad responsibility to advise the Executive Dean on substantive matters concerning the educational programs of SAS. The committee shall review and make appropriate recommendations to the faculty of SAS on undergraduate disciplinary and multidisciplinary course and curriculum proposals. At its discretion, the committee may form appropriate subcommittees to consider these proposals (e.g., from a single major discipline area or from the relevant disciplines for a multidisciplinary proposal).

The Curriculum Committee shall be composed of fifteen members, and shall represent a range of academic areas and department or program sizes. Twelve members shall be appointed yearly by the Executive Dean from the Undergraduate Directors or other designees of departments or programs. Three members, drawn from SAS departments that do not have Undergraduate Directors, shall be elected to two-year terms of service. No department may be represented by more than one person.

Section 12. The Core Requirements Committee shall review the effectiveness of the core requirements, monitor assessments of these requirements and recommend appropriate actions to the Executive Dean for consideration by the faculty of SAS. The committee shall recommend revisions to the approved list of courses satisfying core requirements. The committee shall be convened as needed by the Vice Dean for Undergraduate Education, but shall meet at least once each year.

The committee shall be composed of two non-voting ex-officio members, the Executive Vice Dean of SAS and the Vice Dean for Undergraduate Education, three non-voting student members appointed by the Executive Dean, and eighteen voting members:

- a. eight SAS faculty appointed by the Executive Dean and chosen to represent a broad range of curricular interests;
- b. four representatives appointed by the Executive Dean from units that offer undergraduate majors or minors to SAS students (as listed under Article II, Section 3);
- c. four elected SAS faculty, one from each of the major discipline areas, elected to two-year overlapping terms;
- d. two staff representatives from the Office of Academic Services, appointed by the Executive Dean.

Section 13. The Undergraduate Admissions Committee shall set and review policy concerning undergraduate recruitment, admissions, and transfers into SAS (both from other units in the University and from outside the University).

The committee shall be composed of the Vice Dean for Undergraduate Education and the Vice President for Enrollment Management (or a designee) serving as ex officio members, and twenty-one voting members:

- a. eight SAS faculty appointed by the Executive Dean and chosen to represent a broad range of curricular interests;
- b. four representatives appointed by the Executive Dean from units that offer undergraduate majors or minors to SAS students (as listed under Article II, Section 3);
- c. four elected SAS faculty, one from each of the major discipline areas, elected to two-year overlapping terms;
- d. three staff representatives from the Office of Academic Services, appointed by the Executive Dean;
- e. two student representatives, appointed by the Executive Dean.

Section 14. The Academic Standing Committee shall develop, recommend, and review policies for undergraduate academic review, dismissal, readmission, and the granting of academic amnesty. It shall recommend students to the Executive Dean of SAS to receive their degrees.

At the end of each term, the Academic Standing Committee shall review and may take action on the record of every student whose term or cumulative grade-point average is below established standards. The committee may dismiss such students from the SAS (except at the end of the first term) or place such students on probation.

The committee shall counsel and advise any student who has exhausted the usual administrative remedies at the departmental and SAS levels and who seeks such advice with respect to any problem affecting the student's academic relationship with any faculty member, department, or program of SAS. The committee may also on its own initiative make suggestions to administrative officers of SAS concerning matters relevant to this charge. The committee may report to the Executive Dean of SAS and shall respond to requests from the Executive Dean for advice concerning matters relevant to this charge.

The committee may uncover, through its case work, flaws in the academic policies and procedures governing SAS undergraduates and the Office of

Academic Services and may recommend appropriate changes to the Executive Dean for consideration by the faculty of SAS.

The Committee shall be composed of at least twenty-one members. Approximately three quarters shall be faculty, and one quarter shall be staff. The Vice Dean for Undergraduate Education (or a designee) shall serve ex officio.

- a. eight SAS faculty appointed by the Executive Dean and chosen to represent a broad range of curricular interests;
- b. four representatives appointed by the Executive Dean from units that offer undergraduate majors or minors to SAS students (as listed under Article II, Section 3);
- c. four elected SAS faculty, one from each of the major discipline areas, elected to two-year overlapping terms;
- d. at least five staff representatives, including three from the Office of Academic Services and two from student services, appointed by the Executive Dean.

Section 15. The Honors Committee shall oversee the operations of the Honors Program, review and make recommendations for strengthening the Honors Program, seek new ways of encouraging and rewarding superior student scholarship, and recommend standards for graduation with honors from SAS.

The Dean of the Honors Program shall serve as an ex officio member and chair of the committee. The Honors Committee shall have nineteen voting members:

- a. the Administrative Director of the Honors Program;
- b. eight SAS faculty appointed by the Executive Dean and chosen to represent a broad range of curricular interests; two of these will be faculty members serving on the Curriculum Committee;
- c. four representatives appointed by the Executive Dean from units that offer undergraduate majors or minors to SAS students (as listed under Article II, Section 3);
- d. four elected SAS faculty, one from each of the major discipline areas, elected to three-year overlapping terms;
- e. three Honors Program student representatives, one of whom will be a non-traditional student, appointed by the Executive Dean of the SAS. The student members shall serve one-year terms.

Section 16. The Scholarship Committee shall develop and review on a yearly basis the policies and procedures under which SAS scholarship funds are administered and awarded, and shall examine applications and recommendations for all scholarship funds administered by the SAS.

The committee shall be composed of at least twenty-four voting members:

- a. the Vice Dean for Undergraduate Education;
- b. eight SAS faculty appointed by the Executive Dean and chosen to represent a broad range of curricular interests;
- c. four representatives appointed by the Executive Dean from units that offer undergraduate majors or minors to SAS students (as listed under Article II, Section 3);
- d. four elected SAS faculty, one from each of the major discipline areas, elected to three-year overlapping terms;
- e. at least four staff representatives appointed by the Executive Dean of SAS on a yearly basis, including one development officer from the Rutgers University Foundation and three representatives from the Office of Academic Services;
- f. three student members appointed by the Executive Dean of SAS. The student members shall be responsible only for the part of the charge pertaining to policy and procedures, and shall be appointed for terms of two years.

ARTICLE VII. DEPARTMENTS

Section 1. Each department shall be responsible for, and have authority for, the undergraduate and graduate work in its discipline (e.g., major requirements, options within the major, and minor requirements). Departments shall work with SAS and the Graduate School in carrying out their missions.

Section 2. The voting members of a department shall include (1) all tenured or tenure-track members of the University Faculty whose tenure home is in the department; (2) all members of a department on annual or other nontenure-track appointments who hold the rank of Instructor or higher, who occupy at least fifty-one percent of a faculty line in that department, and who have completed a year of service. Such faculty members shall not have a vote on personnel matters.

Faculty members on leave maintain their voting membership in the department. Faculty members whose primary assignment is as a member of the Administration (e.g., Executive Dean, Vice Dean, Dean) shall not be voting members of their departments during the terms of their administrative appointments, unless the department votes to retain such faculty members among their voting members. A department may establish in its bylaws provisions for adding appropriate voting and/or nonvoting members, whose membership shall be subject to the approval of the Executive Dean of SAS.

- Section 3. Each department shall adopt a set of bylaws in accordance with University Regulations and these bylaws. A copy of the bylaws shall be filed with the Executive Dean of SAS and, where appropriate, with the Dean of the Graduate School. All amendments shall be filed with the Executive Dean of SAS within thirty days of their adoption. Department bylaws shall include:
- a. acknowledgment of the department's responsibility to provide a full and diverse curriculum, including appropriate options within the major, and to provide such offerings at a range of times and places for all students;
 - b. criteria and procedures for recommending the addition of voting and/or nonvoting members of the department;
 - c. a procedure for convening department meetings;
 - d. a detailed procedure for the nomination of a chair to the Executive Dean, in accordance with Article VII, Section 4;
 - e. a detailed procedure for making recommendations concerning appointments, promotions, and reappointments in accordance with Article VII, Section 6;
 - f. provision for the annual gathering of student views of departmental course offerings, teaching, and other activities;
 - g. a procedure for advising students;
 - h. a procedure for dealing with student complaints.

Section 4. The chair of a department shall be responsible for the administration of the department according to the provisions of the University Regulations and these bylaws.

Only a voting member of the department who is a professor or associate professor, with tenure, is eligible to serve as chair.

The term of office of the chair shall be three to five years (the specific number of years to be determined by a department in its bylaws), with the possibility of renewal.

The chair shall be appointed by the Executive Dean of SAS. In the event that a chair must be appointed because of expiration of term or otherwise, (1) if a department includes fewer than three members eligible to serve as chair, the Executive Dean shall appoint a chair in consultation with the voting members of the department; or (2) if a department includes three or more members eligible to serve as chair, the eligible voting members of the department shall by ballot, in a procedure described in the department's bylaws, nominate to the Executive Dean one of its eligible members for appointment as chair.

The bylaws of each department with three or more members eligible to serve as chair shall detail the procedure for nominating a chair and shall insure that

- a. the rights of any eligible person to be nominated to serve as chair are not prejudiced;
- b. all voting is carried out by secret ballot with provision to secure the integrity of the process;
- c. provision is made for the distribution of ballots to those on leave, allowing sufficient time for the return of ballots and maintaining similar provisions for secrecy and integrity;
- d. the nomination process commences no later than four and one-half months prior to the date of an appointment (e.g., for July 1 appointments, the process should start by February 15).

A department may indicate in its bylaws that its balloting to nominate a chair shall be conducted by the Secretary of SAS. Upon a petition signed by three members of the department, a particular instance of balloting to nominate a chair shall be conducted by the Secretary of SAS.

If a department chair is being recruited from outside the University, the Executive Dean shall appoint the chair upon consultation with the voting members of the department and in particular with those at the rank proposed for the outside candidate and at higher ranks.

Section 5. In the case of the temporary absence of a duly appointed chair, the Executive Dean shall appoint an acting chair. If the temporary absence of the chair is not to exceed six months, the Executive Dean shall appoint, without balloting, an eligible member of the department as acting chair for the period in question, if such an appointment is not otherwise provided for in the department's bylaws. If

the temporary absence of the chair is to exceed six months, the department shall nominate to the Executive Dean one of its eligible members to serve as acting chair in accordance with departmental bylaws.

Under unusual circumstances as determined by the Executive Dean in consultation with the Executive Committee of SAS, when a department is without a duly appointed chair because of expiration of term or otherwise, the Executive Dean may appoint, in consultation with the voting members of the department, any professor or associate professor, with tenure, of the University Faculty as the department's acting chair for a period not to exceed one year. If the unusual circumstances remain unresolved at the termination of any such appointment of an acting chair, the Executive Dean may again appoint, in consultation with the voting members of the department and with the approval of the Executive Committee, an acting chair for a period not to exceed one year.

Section 6. All tenured and tenure-track faculty members of a department shall be consulted on all new appointments to that department, regardless of rank, prior to the making of said appointments. Such consultation does not substitute for the requirement that the tenured members at or above the rank of the individual nominated for appointment formally act on the recommendation for appointment.

Similarly, each academic department shall develop a procedure involving all tenured and tenure-track members to advise the Executive Dean of SAS prior to the decision to reassign a faculty member from another academic department or unit to membership in the department.

These procedures shall be codified in the departmental bylaws.

ARTICLE VIII. PROGRAMS

Section 1. To supplement its departments, SAS shall also be empowered to establish single-disciplinary, multidisciplinary, and area-studies programs. Each program shall be responsible for, and have authority for, the undergraduate work in its subject area. Where appropriate, the curriculum of a program shall be drawn from the course offerings of one or more of the departments of SAS or of other academic units.

Section 2. A multidisciplinary or area-studies program shall be governed by a committee, appointed by the Executive Dean, of faculty with significant teaching or research interests in the subject area. In consultation with the committee, the Executive Dean shall appoint a program director from among its members. The program director shall convene the program committee, supervise the distribution of administrative responsibilities for the committee, and serve as primary liaison with departments offering courses that are included in the curriculum of the

program. A single-disciplinary program shall be governed by the department offering the program. Its director shall be appointed by the Executive Dean in consultation with the department.

Section 3. Voting members of a multidisciplinary or area-studies program are determined by the committee governing that program, subject to the approval of the Executive Dean.

Section 4. Each program shall adopt a set of bylaws in accordance with University Regulations and these bylaws. A copy of the bylaws shall be filed with the Executive Dean of SAS. All amendments shall be filed with the Executive Dean of SAS within thirty days of their adoption.

ARTICLE IX. AMENDMENTS

Section 1. These bylaws may be amended at any meeting of the faculty of SAS, provided that written notice of the intent to amend and the text of the proposed amendment has been sent to all voting members at least two weeks prior to the meeting. Amendments may be initiated by the Executive Dean, the Rules of Procedure Committee, the Executive Committee, or a petition signed by fifteen voting members of SAS. Amendments must be approved by two-thirds of the voting members present or by two-thirds of those voting if a ballot has been ordered in accordance with Article IV, Section 4.

The Graduate School – New Brunswick
By - Laws

August 1998

RUTGERS UNIVERSITY
BYLAWS OF THE GRADUATE SCHOOL IN NEW BRUNSWICK

Article I. Organization of the Graduate Faculty

Section 1. (a) The Dean of the Graduate School shall be chief administrative officer of The Graduate School per Article IV, Section 1, and shall serve as the principal spokesperson for programs of The Graduate School in New Brunswick to the Academic Vice President and to all other appropriate officers of the University.

(b) The Dean will be advised by an Executive Council which shall represent broad disciplinary areas of the faculty and, over time, the faculty units on the New Brunswick Campus that share responsibility for Graduate School programs (hereafter these shall be referred to as the faculty units and their deans as the faculty deans). All Standing Committees of the Graduate Faculty shall report to the Dean through the Executive Council.

(c) The basic educational unit of the Graduate Faculty shall be the Graduate Program. Each program shall be governed by bylaws approved by the membership of the program, the faculty dean, if any, and the Dean of The Graduate School. All program bylaws shall provide for the nomination of a Program Director appointed by and responsible to the faculty dean and for the designation of an Executive Committee which shall be representative of the program members. The Director, with the concurrence of the Executive Committee, will formulate policy and implement actions of the program in conformance with the regulations of the Graduate School and the bylaws of the Program. The Program Director will submit, by the end of June of each academic year, a report to the

program faculty and to the faculty dean with a copy to the Dean of The Graduate School.

(d) The bylaws of the graduate programs shall provide for the following:

- 1) A procedure for nomination of individuals to Membership, Associate Membership or Adjunct Membership.
- 2) A statement of the frequency of faculty meetings and the procedures governing such meetings, including such matters as attendance and voting privileges, quorum, and the privilege of calling extraordinary meetings.
- 3) Procedures for the representation of students and for the solicitation of student opinion.
- 4) A procedure for the nomination of the Graduate Director and a definition of the term and functions of that person.
- 5) A procedure by which faculty are assigned to course instruction, advising, and administrative, thesis and examining committees.
- 6) Program organization, including committees, their functions and procedures for the appointment of their members. Responsibility should be located for admissions, advising, review of student progress, curriculum, placement and the designation of recipients of appointments.
- 7) Procedures for student appeals and grievances.
- 8) Procedure for faculty appeals.

9) A procedure for amendment of the program bylaws.

Article II. Membership of the Graduate Faculty

Section 1. A member is appointed to the Graduate Faculty by the President on nomination from the Dean of the Graduate School. Nominations must be initiated by the Graduate Director on behalf of the faculty of the program and in accordance with the relevant provisions of the program bylaws and must be endorsed by the faculty dean.

Section 2. By virtue of their office, the President, the Vice President for Academic Affairs, the Vice President for Research, the University Librarian, the Dean of the Graduate School-New Brunswick, and the unit Deans shall be Members of the Graduate Faculty.

Section 3. There shall be two categories of voting membership in the Graduate Faculty: full membership and associate membership. Both categories have the right to vote at meetings of Graduate Faculty and may serve on committees of the Graduate School as defined by these bylaws. Both categories may teach graduate courses and direct the research and chair committees of masters' students. Only full members may be responsible for the direction of doctoral research (associate members may assist in this) and may chair doctoral committees.

Individuals who are neither tenured nor on tenure-track appointments in Rutgers University or the University of Medicine and Dentistry of New Jersey may be nominated for adjunct membership. Adjunct members shall have voice but not vote in the affairs of the graduate programs and at meetings of the Graduate Faculty. They may serve on, but may not chair, student committees. They may serve on other program committees if asked to do so. They will not be eligible to

serve on standing committees of the Graduate School or as representative of the Graduate School to the New Brunswick Faculty Council or the University Senate. Adjunct members may be appointed by the Dean upon nomination by the faculty of a graduate program, with the approval of the faculty dean.

Section 4. Criteria for Full and Associate Membership

(a) Tenured or tenure-track members of the faculty of Rutgers University or of the University of Medicine and Dentistry of New Jersey, if on regular state-funded IDR or SBR positions, will be appointed to membership or associate membership, upon nomination by the faculty of a graduate program and the endorsement of the faculty dean. Others nominated to membership or associate membership are subject to review and approval by the relevant Area Committee and the Executive Council. Those nominated to full membership shall be established scholars or creative artists with substantial continuing research programs or creative activity whose work is disseminated through scholarly refereed journals of distinction or their equivalent. The work shall be of sufficient stature and currency to justify the responsibility of supervision of doctoral dissertations or other original work for a terminal degree. Others may be nominated to associate membership who have established some record of scholarship or creative activity.

(b) It is expected that members of graduate programs will be active scholars and will regularly participate as requested by the program with which they are affiliated, as teachers, thesis and dissertation supervisors or committee members, or in another substantive, scholarly way that the program may define. Those who are members of more than one program must participate in each. Members who are inactive in any program with which they are affiliated may, by vote of the program

faculty, be asked to withdraw. No member of the Rutgers University faculty bargaining unit may be required to withdraw except in the context of a review of all members, following the procedure described in the attached memorandum of agreement.

Section 5. Adjunct Membership

Individuals who are neither tenured nor on tenure-track appointments in Rutgers University or the University of Medicine and Dentistry of New Jersey may be nominated for adjunct membership. Adjunct members shall have voice but not vote in the affairs of the graduate programs and at meetings of the Graduate Faculty. They may serve on, but may not chair, student committees. They may serve on other program committees if asked to do so. They will not be eligible to serve on standing committees of the Graduate School or as representatives of the Graduate School to the New Brunswick Faculty Council or the University Senate. Adjunct members may be appointed by the Dean upon nomination by the faculty of a graduate program, with the approval of the faculty dean.

Section 6. No one who is a faculty member of a graduate program may simultaneously take graduate courses in that program for degree credit without the written approval of the Dean of The Graduate School.

Article III. Meetings of the Graduate Faculty

Section 1. The Graduate Faculty shall hold at least two regular meetings annually, one in the Fall and one in the Spring. The Dean may call additional faculty meetings as needed; the Dean must call a meeting upon petition signed by at least twenty members, or by a majority vote of the Executive Council.

Section 2. A quorum shall consist of at least sixty voting members. Voting will be by simple majority except as otherwise specified in these bylaws.

Meetings shall be conducted by Robert's Rules of Order.

Section 3. An agenda set by the Dean and the Executive Council will be circulated at least one week prior to a called meeting. Any original motion from the floor, or new business in the hands of the Dean not on the agenda, requires a two-thirds vote of members present to be placed on the agenda for discussion.

Section 4. Graduate students representing The Graduate School on the University Senate, or serving on a Standing Committee of a Graduate Program, and the President of the Graduate Student Association, may attend faculty meetings with the privilege of voice but without vote.

Section 5. Members of other Rutgers University faculties and all graduate students may attend meetings as observers. However, the faculty may at any time, by majority vote, move to close a meeting to all except members of the Graduate Faculty.

Section 6. All minutes of Graduate Faculty meetings shall be distributed to members, and shall be available to other members of the University community on request.

Article IV. Officers and Duties

Section 1. The Dean of the Graduate School. As provided by University Regulation 2.81:

(a) "The Dean...shall be responsible for the effective academic and educational administration and shall promote its efficiency by every approved means."

(b) The Dean shall preside at all meetings of the Graduate Faculty and at all meetings of the Executive Council.

(c) The Dean, Vice Dean or Associate Dean shall be ex officio members of all Standing Committees of The Graduate School.

(d) The Dean shall exercise a liaison function among the department chairpersons, the school, college, and faculty Deans, the Vice President for Research, the Vice President for Academic Affairs, Directors of Graduate Programs and the Executive Council of the Graduate Faculty.

(e) The Dean shall use the resources of his or her office, the Standing Committees of the Graduate Faculty, and any other source that he or she may choose, to prepare an annual report to the Executive Council of The Graduate School and to the Graduate Faculty.

Section 2. The Executive Council of the Graduate Faculty.

(a) Membership and Selection:

The Council shall be composed of twelve full members of the Graduate Faculty, nominated and elected for three-year terms on a rotating basis, one new member being elected each year from each of the following areas: (1) Humanities, (2) Social and Behavioral Sciences, (3) Physical Sciences, Mathematical Sciences and Engineering, and (4) Biological Sciences. No member who has served one three-year term may be nominated to succeed himself/herself without an intervening election. From the election slate, the member receiving the second highest number of votes in each area shall serve as alternate for any member of the Executive Council unable to represent his/her area; the Dean shall be empowered to install the alternate as needed to fill an area vacancy.

A maximum of five additional members may be appointed by the Dean for one-year terms, to ensure a satisfactory representation of various disciplines and units of the University contributing to degree work in The Graduate School.

Two student representatives, appointed by the Dean in consultation with the Graduate Student Association, shall serve as nonvoting members for one-year terms.

(b) The Executive Council shall act for the Graduate Faculty to:

(1) Receive and evaluate all reports from the Area Committees with regard to membership matters and make recommendations on faculty memberships to the Dean.

(2) Receive and evaluate all reports from the Area Committees on curricular matters and make appropriate recommendations to the faculty and the Dean.

(3) Review reports on programs and recommend appropriate action to the Dean.

(4) Maintain liaison with student governing bodies to elicit opinions on curricula, courses, teaching effectiveness, and student-faculty interaction.

(5) Consider issues and proposals for action with regard to academic planning and program development, in its capacity as Planning Committee of The Graduate School.

(6) Prepare, together with the Dean, the Agenda for faculty meetings on all routine and policy matters requiring faculty discussion and approval.

7) Take other actions, as necessary, between regular meetings of the faculty, and advise the Dean.

(c) The Executive Council shall ordinarily meet once each month of the school year; a majority of the Executive Council shall constitute a quorum. The Dean, or a member of the Council appointed by the Dean, shall preside at all meetings of the Executive Council. The Dean or his/her appointee shall cast a tie-breaking vote. The Assistant, Associate and Vice Deans shall attend meetings of the Council as ex officio members without voting privilege.

(d) Summaries of Council minutes shall be distributed to all Directors of Graduate Programs and to the unit deans.

Article V. Standing Committees

Section 1. Area Committees

(a) There shall be four Area Committees: (1) Biological Sciences; (2) Humanities; (3) Physical and Mathematical Sciences and Engineering; (4) Social and Behavioral Sciences. Each shall consist of eight members of the Graduate Faculty, appointed by the Dean for staggered two-year terms.

(b) Each Committee will evaluate nominations for full and associate membership from Area programs and unit deans which are not automatically granted under Article II, Section 4(a), and will make its

recommendations for appointment to membership to the Executive Council

(c) Each Committee shall review new and revised courses, options, and programs, both with regard to their intrinsic merit and with regard to their relationship to other courses and programs at Rutgers. It shall make appropriate recommendations to the Executive Council with regard to such proposals for graduate instruction.

(d) Each Committee shall periodically review the programs in its area and report its conclusions to the Executive Council.

Section 2. Nominating Committee

(a) The Committee shall be composed of twelve full members of the faculty, nominated and elected for three-year terms on a rotating basis, four new members being elected each year, one from each of the four areas: (1) Humanities, (2) Social and Behavioral Sciences, (3) Physical Sciences, Mathematical Sciences and Engineering, (4) Biological Sciences.

(b) The Committee shall prepare slates of nominees, all of who have been polled on their willingness to stand for election, for the annual elections of members to the Executive Council, the Nominating Committee, the Committee of Review, the Judicial Board, and the Graduate School representatives to the University Senate and to the Faculty Council.

Members who have served a three-year term on any committee or the Senate may be nominated to succeed themselves. The Committee shall meet each academic year in February to prepare a slate of nominees which shall be mailed one month before the elections, to allow for additional

nominations by petition; each petition must be signed by at least fifteen members and have the assent of the nominee. At the election date, ballots shall be circulated by mail, and the results reported by the Committee at the annual May meeting of the faculty.

Section 3. Planning Committee

The Executive Council shall act as the Planning Committee of The Graduate School.

Section 4. Committee of Review

(a) The Committee of Review shall consist of two tenured Members of the Graduate Faculty elected by the faculty and two tenured Members appointed by the Dean. The duties of the Committee shall be, as stated in the University regulation 4.23, to counsel and advise any member of the faculty who seeks such advice with respect to any problem affecting his 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.

(b) The Committee of Review shall also serve to hear complaints by graduate students regarding the performance of members of the graduate faculty in their roles as advisers, research supervisors and mentors.

Section 5. Standing Committees may be established by a two-thirds vote of those present at a regular faculty meeting. The membership of new Standing Committees shall ordinarily be elected by the membership from a slate presented by the Committee on Rules of Procedure.

Section 6. Ad Hoc Committees, when required, shall be appointed by the Dean of The Graduate School for a period of no longer than one year and shall submit written reports to the Dean and the Executive Council.

Section 7. The Dean shall appoint replacements to Standing Committees as needed between elections.

Article VI. Amendments

Section 1. These bylaws may be amended at any meeting of the Graduate Faculty, provided that written notice of the intent to amend and the text of the proposed amendment has been sent to all members at least one week prior to the meeting. Amendments may be initiated by the Dean, by a simple majority of the Executive Council, or by the written petition of fifteen voting members of the Graduate Faculty. Amendments must be approved by two-thirds of the members present and voting.

PC/C/Bylaws

Graduate School of Education – New Brunswick
By - Laws

GRADUATE SCHOOL OF EDUCATION - RUTGERS, THE STATE UNIVERSITY OF NEW
JERSEY

BY-LAWS

May 13, 2005

These By-Laws were submitted by the Rules of Procedure Committee to the Faculty of the Graduate School of Education and adopted on February 2, 1968. Subsequent modifications were accepted by the faculty at its regularly scheduled meetings. The By-Laws are intended to be in consonance with University regulations. In any area of conflict, University regulations have precedence.

These By-Laws shall constitute the rules and procedures that will govern the conduct and business of the Graduate School of Education.

These By-Laws supersede all previous decisions as to procedures of the faculty of the Graduate School of Education.

For the purposes of these By-Laws the abbreviation GSE shall denote the Graduate School of Education. The term faculty shall refer to the faculty of the GSE. The term Department shall refer to the various organizational subdivisions within the GSE. The term Year shall refer to the academic year beginning September 1.

I. FACULTY MEMBERSHIP AND POWERS

A. Membership of the Faculty of the Graduate School of Education shall include:

1. President of the University and the Executive Vice President.
2. The Dean and Associate and Assistant Deans of the Graduate School of Education, if voting members of the faculty, as defined in B.1 of the GSE By-Laws, of the Graduate School of Education. Faculty member means a person holding tenure or a tenure track appointment, except as specified in A.4 of the Graduate School of Education By-Laws.
3. Members of the University faculty who hold appointments in the Graduate School of Education, including faculty members on leave, faculty members holding University appointments outside the GSE but whose tenure is in the GSE, and visiting faculty holding appointments in the GSE.
4. Officers of the University and representatives of other colleges and divisions who are nominated by the Dean or the faculty for a one year term and approved on a year-by-year basis by a majority of the voting members of the faculty present.

B. Voting Membership

1. Voting members of the faculty of the GSE shall be those faculty members listed in Article A, items 1, 2, and 3 who occupy 50 percent or more of a position in the current budget of the GSE except Assistant Instructors, Assistants, and anyone currently enrolled in a degree program of the school. A faculty member eligible to vote in the GSE and in another division of the University shall select the one in which he shall vote, and so notify the Dean's Office.
2. Within each department, there shall be a definition of voting membership.

C. Powers of the Faculty

1. The faculty shall have the power within the GSE to determine the basic departmental structure and degree programs of the GSE. In the exercise of this power the faculty must insure that the rights of faculty and students are protected and that the individuals most affected by a change in organizational structure be consulted prior to such change. Consultation, in this sense, refers to the opportunity to present statements and arguments regarding the proposed change to GSE committees and faculties involved, and to the faculty as a whole at least one regular faculty meeting prior to the meeting at which a vote is to be taken.
2. The faculty shall have such other powers as are not prescribed by other portions of the By-Laws and University regulations.

II. FACULTY OF THE GSE

Departments

1. Membership

Each faculty member who occupies at least 50 percent of a budget position in the GSE shall belong to a department in the GSE. The basic departmental structure of the GSE is as follows:

- a. The Department of Educational Theory, Policy, and Administration is comprised of four program areas: Educational Administration and Supervision, Social and Philosophical Foundations, Adult Education, Social Studies Education, and Vocational-Technical Education. Its scope includes social and humanistic studies of educational systems, education and work, and adult learning.
- b. The Department of Learning and Teaching is comprised of four program areas: Language Education, Literacy Studies, Early Childhood/Elementary Education, and Mathematics/Science/Technology Education. Its scope includes teaching and learning within and across disciplines and age groups, literacies related to languages and sciences, and applications of technology to education.
- c. The Department of Educational Psychology is comprised of four program areas: Learning, Cognition, and Development; Educational Statistics and Measurement; Counseling Psychology; and Special Education. Its scope includes lifespan psychological and educational development, quantitative research methods, theories of learning and cognition, and special education.

2. Duties and Powers

In addition to departmental functions as stated in the University Regulations, members of departments in the Graduate School of Education will:

- a. Develop master's and doctoral degree specializations to be submitted for program approval to the appropriate council or faculty.
- b. Contribute as appropriate to teacher education and certification activities.

III. OFFICERS OF THE GSE

A. Dean

As provided in the University Regulations: The Dean of each college shall be

responsible for its effective academic and educational administration and shall promote its efficiency by every approved means.

In addition, the powers and duties of the Dean shall include the appointment of certain members of the GSE committees, the recommendation of the budget, ex-officio membership on all committees, except as limited by these By-Laws.

B. Associate and Assistant Deans

The nomination for positions of associate and assistant deans will be recommended to the University by the Dean.

The associate and assistant deans will have such duties and powers as are delegated to them by the Dean.

C. Secretary

The secretary of the faculty shall be elected by the faculty for a term of one year or until a succeeding secretary is elected. The duties of the secretary of the GSE shall be:

1. To supervise a clerical secretary (usually from the Dean's office) who will take minutes of the faculty meetings and assist the secretary of the GSE as necessary.
2. To maintain a record of all actions taken by the faculty.
3. To supervise the publication and distribution of minutes and send to each member of the faculty and the Secretary of the University a record of all faculty actions not later than two weeks following the meeting.
4. To maintain and hold available for references an up-to-date compilation of the By-Laws.

IV. MEETINGS OF THE FACULTY

A. Meetings

1. Regular Meetings. At least three regular meetings of the faculty shall be held each semester at the call of the Dean. The first regular meeting shall be held within one month of the commencement of the fall semester.
2. Special Meetings. Special meetings of the faculty may be held at the call of the President of the University or of the Dean on written request of at least 25 percent of the voting members of the faculty.
3. Quorum. Only faculty Members whose current assignment is substantially to the programs of the GSE shall be counted toward determining the numbers necessary to a quorum and as being present for purposes of determining whether the conduct of business may proceed. A substantial assignment, for the purposes of this section, shall consist of at least 50 percent of assigned duties excluding thesis and dissertation advisement. A quorum shall consist of a simple majority of such faculty. Faculty not included in quorum counts retain all other privileges of membership.

B. Conduct of Meetings

1. Presiding Officer. The Dean, or someone designated by the Dean, shall preside at regular or special meetings of the faculty. In the event of failure of someone to be so designated, the faculty shall elect a presiding officer for that meeting.
2. Order of Business. The order of business at the regular meetings of the faculty shall be that normally used in business meetings, at the discretion of the presiding officer, but

shall always include an opportunity to present new business.

3. Rules of Order. The procedures of Roberts Rules of Order shall be used. The Dean shall appoint a parliamentarian to advise the faculty on procedure, if necessary.

V. COMMITTEES OF THE GSE SHALL BE AS FOLLOWS:

(* denotes a committee mandated by University Regulations)

- A. The Committee on Admissions and Scholastic Standing*
- B. The Advisory Committee on Appointments and Promotions*
- C. The Committee on Review*
- D. The Committee on Courses of Study*
- E. The Committee on Rules of Procedure*
- F. Committee on Planning and Resources*
- G. Teacher Education Committee
- H. Commencement Committee
- I. Student Grievance Committee

To further the work of the GSE the Dean and/or the faculty may appoint Ad Hoc committees as deemed necessary.

Election of all committee members-at-large to standing committees for a given year shall occur on or by the last regularly scheduled faculty meeting of the previous academic year. A list of nominations shall be sent to each voting member not less than a week in advance of the election date.

1. Committee Membership

The appointed members shall be those appointed by the Dean. Faculty members selected at large shall be chosen by vote of the faculty. Faculty members selected by departments shall be chosen by a vote of their respective department faculty. Students selected by departments shall be chosen following broad postings of announcements to solicit student volunteers. Membership on a committee shall be for one year unless otherwise indicated.

A faculty member who is elected to more than one at-large position may select which one or more committee they will join; the next highest vote recipient on the committee that is not selected by this faculty member shall be elected to that committee.

At the pleasure of the faculty the membership of any committee except Committees B, C, E and F may be increased.

Members elected at-large by the Graduate School of Education faculty shall be voting members of that faculty, and members elected by the departments shall be voting members of the departments.

The quorum for GSE committees will be attendance of at least 50% of the faculty plus a minimum of one student member. Student representatives to committees shall have full voting power unless specified otherwise in the By-Laws.

2. Ex-Officio Membership

Any officer of the University may serve as an ex-officio member of any committee at the invitation of the committee concerned. Ex-officio members shall have the privilege of voice but not vote. The Dean shall be an ex-officio member of the committees of the GSE, excluding the Committee on Review and the Committee on Appointments and Promotions. The Dean may designate a representative to serve in his/her stead in any situation where he/she, the Dean, holds ex-officio status.

3. Organizational Meeting

Each committee shall elect, from among its voting membership, a chairperson and a secretary who shall keep minutes of its actions. Each standing committee shall hold an organizational meeting not later than October 31 each of year.

4. Records

Such minutes of each committee as are kept shall be filed in the office of the Dean at the end of each year. Minutes shall be stored for a period of not less than three years.

Any minutes of the Committee on Appointments and Promotions and the Committee on Review shall be strictly confidential and shall be kept only for use by the respective committees or by anyone authorized by those respective committees.

A. The Committee on Admissions and Scholastic Standing

1. Membership

The Committee will be composed of one faculty member and one student from each department.

2. Duties and Powers

The duties and powers of this committee shall be

- a. To review policies of the faculty concerning student admissions, scholastic standing, and academic progress and to recommend to the faculty any changes in policy, and to resolve any disputes concerning admissions.
- b. To establish procedures for implementing faculty policy on admissions and scholastic standing and to establish procedures for deciding upon student appeals to those policies.
- c. To review documents bearing on student appeals of faculty decisions regarding admissions, scholastic standing, and academic progress and to render a decision in these cases.
- d. For the faculty members of the committee, to solicit, identify, and recommend to the Dean candidates to receive scholarships and fellowships.

B. The Advisory Committee on Appointments and Promotions

1. Membership

There shall also be at least one Advisory Committee on Appointments and Promotions in each faculty. 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, 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 participate in an evaluation of an appointment, reappointment or promotion to a rank higher than his or her own.

2. Duties and Powers

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 Executive Vice President. The Committee may also on its own initiative make suggestions as to personnel matters to administrative officers.

C. The Committee on Review

1. Membership

This Committee shall consist of four members, two elected by the faculty at large and two thereafter appointed by the Dean. Two alternate members, one elected and one thereafter appointed by the Dean, shall be available to fill parallel vacancies on the Committee.

In the selection of elected members, the faculty member receiving the third highest number of votes shall serve as the elected alternate. The Dean shall thereafter designate the appointed alternate. In the event that the elected alternate is from the department of the appellant, the Dean shall name that faculty member receiving the next highest number of votes to fill the vacancy.

No member of the appellant's department shall serve on the Committee on Review when the case of that appellant is under consideration. In the event that the appointed alternate is from the department of the appellant, the Dean shall specify a second appointed alternate. No Committee member shall sit or have sat on any case at more than one level of review.

Membership shall be open only to faculty on indefinite tenure. Of the six members (four regular and two alternate) of the Committee no more than two members shall be from the same department. Faculty members on approved leave of absence retain all privileges of membership.

2. Duties and Powers

Duties and powers of the Committee shall be

- a. As specified in the faculty personnel grievance procedure contained in the agreement between the University and Rutgers Council of AAUP, (to hear charges of violation of established University regulations and procedures or provisions of the agreement regarding the failure to award tenure, promotion or reappointment to the grievant, and render decisions concerning same) as specified in University Regulations.
- b. To hear any charges other than those covered by the faculty personnel grievance procedure and advise the proper authority regarding the same.
- c. To counsel and advise any member of the faculty who seeks advice with respect to any personnel problem, other than one covered by the faculty personnel grievance procedure.

D. Committee on Courses of Study

1. Membership

The Committee will be composed of one elected faculty member from each department and one student from each department.

2. Duties and Powers

- a. To recommend to the faculty approval of all new, revised or eliminated courses, services, and programs in terms of their relationship to the functions of the GSE.
- b. To distribute to the GSE faculty all recommended courses, services, and programs prior to the GSE meeting at which they will be voted on.

When services or programs have been previously recommended by the Teacher Education Committee, the Committee on Courses of Study shall recommend and distribute these services or programs at least four days prior to the GSE meeting at which the recommended services and programs will be voted on.

When courses, services, or programs have not been previously recommended by the Teacher Education Committee, the Committee on Courses of Study shall recommend and distribute these services or programs at least two weeks prior to the GSE meeting at which the recommended services and programs will be voted on.

- c. To review periodically existing offerings of the GSE.
- d. To study ways of utilizing and evaluating courses.

E. Committee on Rules of Procedure

1. Membership

The Committee will be composed of six members: one faculty member elected by each department and one student from each department.

2. Duties and Powers

- a. To consider and recommend changes in By-Laws at least once each year.
- b. To compile all changes of the By-Laws annually and to distribute a revised document at the first meeting of the faculty in the fall.

F. Committee on Planning and Resources

1. Membership

The committee will be composed of the chairperson of each department, the Associate Dean for Academic Affairs, the Ph.D. Director, and one faculty member elected from each of the three departments.

2. Duties and Powers

- a. The committee shall represent the faculty in consultation with the Dean, for the following purposes: first, to establish criteria and systematic procedures for determining faculty consensus concerning goals and priorities; second, to recommend and review programs and projects in which the GSE might engage in furtherance of its goals; third, to recommend priorities in program development, deployment of faculty and staff in teaching, research, and service assignments; fourth, to review the asking and working budgets of the GSE in order to make recommendations concerning budgetary proposals and allocations.
- b. The committee shall be responsible for fully reporting its activities and decisions to the faculty through normal procedures. Full minutes shall be kept and distributed to departments for discussion. At least one report to the faculty as a whole on the committee's review of the asking and working budgets shall be made each semester.

G. Teacher Education Committee

1. Membership

The committee will be composed of one faculty representative from each of the approved teacher certification programs (currently math, science, English, social studies, world languages/ESL, early childhood/elementary, special education) and two additional members from the Department of Educational Theory, Policy, and Administration, and two from the Department of Educational Psychology. Each member shall be elected to membership by the respective constituency. The Director of Teacher Education Programs will be an ex-officio member of the committee.

2. Duties and Powers

- a. To monitor, consider, and recommend to the GSE faculty through the Courses of Study Committee changes in:
 - i. the structure and requirements of the teacher certification programs offered by the GSE.
 - ii. the ways in which teacher education Common Core courses are offered and staffed.
 - iii. the ways in which the field components of the teacher education programs are implemented.
- b. To consider and recommend to the GSE faculty through the Courses of Study Committee new and modified teacher education courses, programs, services, and required courses.
- c. To distribute to the Courses of Study Committee and the GSE faculty all recommended teacher education courses, programs, and services two weeks prior to the GSE meeting at which they will be voted on.
- d. To consider and make recommendations to the GSE faculty concerning any other issues pertinent to the operation of the teacher education programs.
- e. The committee shall be responsible for making a report to the GSE faculty at least once each year on the state of the GSE's teacher education programs.

H. The Commencement Committee

1. Membership

The Committee will be composed of two faculty members elected for two-year terms by each department, with one member elected each year, and one student elected for a one-year term by students in each department.

2. Duties and Powers

The duties and powers of the full committee shall be

- a. To nominate to the GSE faculty a speaker to deliver the commencement address.
- b. To nominate to the GSE faculty recipients of the Distinguished Leader in Education awards.

Additional duties of the faculty members of the committee shall be

- c. To determine the winners of GSE Alumni Association dissertation awards to be presented at the commencement ceremony and to determine the procedures for soliciting nominations.

I. Student Grievance Committee

1. Membership

The Student Grievance Committee (SGC) shall be composed of two tenured faculty members elected by each department and two students selected by each department (6 faculty, 6 students). Each grievance or disciplinary action will be heard by an ad hoc subcommittee composed of two faculty and two students selected in rotation from a random ordering in rotation from the full committee membership. Each subcommittee will select a chair. Members selected to a subcommittee may recuse themselves for cause and be replaced by the next member in the rotation; recused members would be selected on the next grievance heard by the committee.

2. Duties and Powers

- a. The Student Grievance Committee shall hear grievances brought by students

- against GSE faculty according to the procedure described in #3 below.
- b. Grievances under this procedure shall be limited to allegations brought by students of violations of University academic policy, GSE academic policy, GSE departmental policy, or academic practice in the GSE or its departments.
 - c. The Student Grievance Committee may not substitute its substantive academic judgment for that of GSE faculty.
 - d. On grievances brought to this committee, the designated subcommittee will have the duty and power to submit a fact-finding report and recommendations to Dean and to the Associate Dean of Academic Affairs.
 - e. This committee will **not** address the following:
 - i. Appeals regarding admissions, scholastic standing, and academic progress, which will be addressed by the Admissions and Scholastic Standing Committee according to its procedures.
 - ii. Harassment allegations that fall under university policies on harassment, which will be addressed via procedures specified by the university.
 - iii. Grievances pertaining to the Ph.D. program, which will be addressed via Graduate School-New Brunswick procedures.
 - iv. All allegations concerning academic integrity, which shall be dealt with under University Student Disciplinary Hearing Procedures.
 - v. Allegations by Faculty against students and students against students.

3. Procedure

- a. Students alleging violations must make every effort to resolve the matter through timely informal discussion with the parties involved. Informal resolution can take place any time.
- b. Within six calendar months of the alleged violation, the student (hereafter, the grievant) may initiate a grievance by informing his/her department chair in writing. (If the grievance is against the department chair, the letter shall be forwarded to the Dean or the Dean's designated representative.) The letter shall:
 - 1. Ask for a meeting with the department chair (or with the Dean or the Dean's designated representative, if the grievance is against the department chair)
 - 2. State the regulations or practice which has been violated
 - 3. State who allegedly committed the violation and when the violation occurred
 - 4. Give dates and brief summary of informal attempts to resolve the grievance
 - 5. Request an appropriate procedural remedy
- c. The department chair, within 10 working days of receipt of the letter, shall meet jointly with the grievant and the parties grieved against, consider all the available evidence, and either:
 - 1. Resolve the grievance to the satisfaction of all parties involved or
 - 2. Refer the grievance to the Dean or the Dean's designated representative and so notify the grievant
- d. Within 10 working days of receipt of the referral from the chair, the Dean or the Dean's designated representative shall meet jointly or individually with the grievant and the parties grieved against, consider all the available evidence, and notify the grievant in writing of his/her disposition of the matter. The letter shall give the grievant the option of referring the matter to the SGC by writing a letter to the Dean or the Dean's designated representative within 10 working days.

- e. The grievant may request a hearing with the SGC by notifying the Dean or the Dean's designated representative in writing within 10 working days of the grievant's receipt of the letter.
- f. If the grievant requests that the matter be referred to the SGC, the Dean or the Dean's designated representative shall, after consulting with the chair of the SGC, provide written notification of the constitution of a SGC subcommittee to the grievant and the faculty grieved against. This notification will be provided within 5 working days of receipt of the grievant's request and will inform each party:
 - 1. Of the membership of the subcommittee, specifying the subcommittee chair
 - 2. That he/she may present all relevant evidence and witnesses before the subcommittee
 - 3. That he/she may be accompanied by an advisor who is not an attorney
 - 4. That he/she may present documentary evidence to the subcommittee within 10 working days of receipt of this notification
- g. The grievant may challenge participation of any committee member for cause before the commencement of the hearing. The committee shall decide if it is appropriate for the challenged member to continue. If the challenge is sustained, the vacancy will be filled in rotation from other available committee members.
- h. Faculty may also challenge participation of any committee member for cause before the commencement of the hearing. The committee shall decide if it is appropriate for the challenged member to continue. If the challenge is sustained, the vacancy will be filled by the other parallel available committee member, and then the grievant will be apprised of the revised committee as specified with the right to challenge any new members, as in (g) above.
- i. Within 10 days of receipt of the notification of the composition of the subcommittee, the grievant and the parties grieved against will provide a list of potential witnesses and any documentary evidence to be considered by the committee.
- j. At the hearing, which will be held at a time designated by the chair of the subcommittee, and within 25 working days of the constitution of the subcommittee, the grievant may be accompanied by an advisor who is not an attorney. Faculty may also be accompanied by an advisor who is not an attorney. The grievant and the parties grieved against may present evidence and witnesses either in person or in writing. The grievant and the parties grieved against will be given an opportunity to present all relevant evidence and testimony, to respond to claims made, and to rebut evidence and testimony. Questions may be asked by committee members or advisors.
- k. The grievant or the parties grievance against, or their advisors, may request during the hearing that additional witnesses be called to address points that arise in the hearing. The subcommittee will judge whether to grant any request(s). If a request is granted, the chair of the subcommittee will suspend the hearing to call any additional witnesses. The hearing will resume at a time and date determined by the subcommittee chair. This may range from within a few minutes of the suspension to within 10 working days of the suspension.
- l. Within 10 working days of the conclusion of the hearing, the committee will issue a draft of a fact-finding report and recommendations to the grievant and to the parties grieved against.

- m. Within 10 working days of receipt of the fact-finding report, the grievant and the parties grieved against may provide a written response challenging any of the assertions of the fact-finding report.
- n. Within 10 working days of receiving the responses of the grievant and the parties grieved against, the subcommittee will make any desired revisions to the report in response to the responses of the grievant and the parties grieved against. The subcommittee will issue the final fact-finding report and recommendations to the grievant, to the parties grieved against, and to the Dean and the Associate Dean for Academic Affairs.
- o. The Dean will issue a decision in the case within 10 working days of receipt of the report from the grievance committee.
- p. Extensions of time limits which are specified above may be granted by mutual written consent.
- q. The findings of the committee are binding within the limits of university and GSE regulations.
- r. No reprisals shall be taken against any student, advisor, witness, or member of the SGC for participation in the grievance process. Claims of any such reprisals shall themselves be grounds for grievances.

VI. OTHER GSE BODIES

A. Dean's Administrative Council

1. Membership

The Council will be composed of the Dean and chairpersons of the departments, the Associate Dean, and other members as are appointed by the Dean.

2. Duties and Powers

The Council shall function as a method of communication between the Dean and staff, and the faculty and staff. As such, the entire range of operations in the University and the GSE are within the province of the Council for purposes of information and discussion but the Council (as distinct from its several members) shall hold no decision-making powers on matters of policy.

B. Student Advisory Council

1. Membership

The Committee will consist of three students, one from each department, selected by procedures deemed appropriate by the department concerned and certified by the department chairperson.

2. Duties and Powers

- a. Place items on the agenda of faculty meetings, or meetings of any standing or ad hoc committee.
- b. Present its viewpoints and recommendations to the general faculty meeting, to the various other faculty meetings, or to any standing or ad hoc committee by written communication and/or formal oral presentation.
- c. Administer funds received from the university's student activities fees budget and any funds that might be allocated by the dean.
- d. Sponsor workshops, seminars, or other events that are of academic interest to students.

- e. Assisting in recruiting student volunteers for GSE committees.

VII. DEPARTMENT CHAIRPERSON

Chairperson

The rights and duties of the chairperson are outlined in the University Regulations and are directly applicable to those departments whose budgets are administered by the Graduate School of Education. In addition, the department chairpersons will be responsible for effective collaboration with faculties, including the support of core courses and interdisciplinary offerings.

A. Eligibility to Serve as Chairperson

1. Any tenured member of the department who is a professor or associate professor is eligible to serve as chairperson provided that s/he occupies at least 50 percent of a budget position of the department and is a voting member of the GSE.
2. If a member of the faculty occupies 50 percent of a budget position in each of two departments in the University, s/he shall decide in which s/he is eligible for candidacy as chairperson.

B. Term of Office of Chairperson

1. The department chairperson term of office shall normally be three years.
2. If it is necessary to appoint an acting chairperson for a term longer than six months, the department shall nominate to the Dean a person to serve in this capacity according to the procedure for the Nomination of Chairperson.

C. Nomination of Chairperson: The procedures are described in University Regulations.

1. By the midpoint of the semester prior to the expiration of the term of the Chairperson, or in the event of a vacancy, the Rules of Procedure Committee shall poll the members of the department eligible to vote. The ballot shall contain the names of all eligible members except those who have withdrawn their names (professors and associate professors). Each member shall vote for one choice on the ballot. The ballot shall be returned to a person designated by the Chairperson of the Rules of Procedure Committee without signature and in an unmarked envelope. Ballots shall be counted and the count certified by the Rules of Procedure Committee. The candidate receiving the votes of a majority of those eligible to vote shall be the nominee of the department to the Dean. The results of the elections will be made available to the faculty by memorandum immediately upon certification by the Chairperson of the Rules of Procedure Committee.
2. If no candidate receives a majority on the first ballot, or if the candidate receiving a majority declines to serve, the Committee on Rules of Procedure shall prepare a second ballot containing the names of the two highest candidates or, in case of a tie for first place, the names of those involved in the tie. From this point on, the procedure shall be that set forth in Paragraph 1 above. In case of a tie for second but not first place, the names of the highest candidate and those involved in the tie shall be placed on the second ballot. In such case, the procedure shall be that set forth in Paragraph 1 above, except that each voting member shall cast two votes, one each for two different candidates. The two highest candidates' names will then be presented to the department by the Committee on Rules of Procedure on a third ballot, on which there shall be one vote per voting member. If ties still exist after the second ballot results are tallied, the

matter shall be referred to the Committee on Rules of Procedure for development of a procedure which will eliminate all but the two highest placed nominees.

D. Eligibility to Vote for Nomination of Chairperson

1. Any member of a department at the rank of instructor or above shall be entitled to vote subject to the limitations of the following sections.
2. If a member of the faculty occupies 50 percent of a full budgeted position in each of two departments of the University, the faculty member shall notify the department chairperson by October 1 of each academic year the department/division in which to vote.
3. No persons shall be eligible to vote for a candidate for chairperson in any department in the GSE which provides less than 50 percent of their budgeted position.
4. Members of a department otherwise eligible shall not vote for a department chairperson if their services to the department are terminating at the end of the current academic year.
5. A faculty member who has been given a terminal one-year appointment for the coming year shall not vote for a department chairperson at any time after notification of such terminal appointment.
6. Members of a department on leave of absence and otherwise eligible may vote for department chairperson providing the leave does not exceed one year.

The Ernest Mario School of Pharmacy
By - Laws

Effective July 1, 2001

BY-LAWS OF THE FACULTY OF THE RUTGERS COLLEGE OF PHARMACY

Article I. Preamble

These By-Laws, prepared and adopted by the Faculty of the College of Pharmacy, effective July 1, 2001, and any subsequently adopted changes and amendments, are intended to govern the affairs of the College in accordance with the several articles that follow. These provisions shall not be suspended except by the way of the amending procedure specified in Article X. The By-Laws, and any amendments thereto, shall be consistent with all currently applicable sections of University Regulations. In the event of any conflict or inconsistency, the University Regulations shall prevail.

The College of Pharmacy shall include the following academic departments and subdivisions: Pharmacy Practice and Administration, Pharmaceutical Chemistry, Chemical Biology, Pharmacology and Toxicology, and Pharmaceutics. (Univ. Reg. 106, p. 50.1a)

Article II. Faculty Membership

A. Members of the Faculty of the College of Pharmacy shall include:

1. The President and/or University Vice President for Academic Affairs of the University.
2. The Dean of the College and other Deans, Associate and Assistant Deans of the College.
3. Professors, Associate Professors, Assistant Professors, Instructors, and equivalent ranks of Clinical Faculty and Research Faculty.
4. Such other officers of the University as the Faculty may designate.
5. Visiting and Adjunct, Lecturers, and Professors Emeriti.

B. Voting Members of the Faculty

Voting Members of the College of Pharmacy Faculty shall include those members who occupy fifty percent (50%) or more of a faculty line in the College (including faculty members on leave) at the rank of Professor, Associate Professor, Assistant Professor, or equivalent ranks of Clinical Faculty and Research Faculty.

Article III. Officers of the College

A. Dean

As provided in University Regulation 2.41, the Dean shall be the principal officer of the College and shall lead the faculty and staff in the creation of effective programs of instruction, research, service, and student development.

B. Associate and/or Assistant Dean

The appointment of such assistant and/or associate deans by the Dean with such assistance and advice as he may seek. The duties and responsibilities of associate and assistant deans shall be those delegated by the Dean.

C. Secretary of the Faculty

The Secretary of the Faculty shall be elected by the Faculty for a term of one year and shall be eligible to succeed him or her self at the pleasure of the Faculty. The duties of the Secretary shall be to keep a record of all actions taken by the faculty, distribute a copy of the minutes of faculty meetings to each faculty members, to the Secretary of the University, and to such administrative offices of the University as may be indicated, to maintain an up-to-date copy of faculty By-Laws and University Regulations, and to handle all pertinent faculty correspondence.

Article IV. Duties and Powers of the Faculty

Under the President, the Faculty shall have jurisdiction over academic matters within the College of Pharmacy as follows:

- A. Establishing the requirements necessary for admission into the College.
- B. Establishing the requisite curriculum for its academic work and providing a schedule of classes.
- C. Encouraging the research work of the faculty members and of students.
- D. Adopting regulations regarding attendance, conduct of examinations, grading, scholastic standing, honors in courses, and other appropriate matters.
- E. Fixing the requirements for degrees.
- F. Recommending through the President to the Board of Governors those candidates who have fulfilled the degree requirements.
- G. Adopting regulations governing its own procedures.

Article V. Meetings of the Faculty

A. Regular Meetings

At least one regular meeting of the faculty shall be held each semester at the call of the Dean. The tentative agenda for the meeting shall be distributed not later than one week prior to the meeting date.

B. Special Meetings

Special meetings of the Faculty may be held at the call of the President, the Dean or 25% of the faculty members. Such meetings shall be called to deal with a particular topic and the call for the meeting will indicate the reason for the meeting. The notice of the meeting will be distributed as far in advance of the meeting as is practical, and not less than 24 hours.

C. Quorum

A Quorum shall consist of fifty (50) percent of the voting members of the Faculty for the current year.

D. Conduct of Meetings

1. Presiding Officer

The dean shall normally preside at all meetings of the Faculty unless the President, the University Vice-President for Academic Affairs is present and wishes to preside.

2. Order of Business

The Dean shall set the agenda for all meetings in keeping with the business at hand.

3. Rules of Order

- a. Roberts' Rules of Order shall govern.
- b. Any question regarding procedure shall be referred to the Rules of Procedure Committee. Their ruling shall be final.
- c. Resolutions, reports, and motions that commit the Faculty to any policy position or curriculum change must be submitted to the Secretary of the Faculty in sufficient time so that copies can be distributed to each member of the Faculty at least seven calendar days before the meeting

at which action is contemplated.

- d. Motions and resolutions involving policy and curriculum changes that have not been circulated in written form seven days prior to the meeting may be presented at the meeting with common consent of the faculty for debate only. Action must be deferred until the next regular meeting of the Faculty or voted upon by mail ballot.
- e. The Business of the Faculty will be transacted by a majority or plurality vote.
- f. A mail ballot shall be ordered on any questions, before the final vote shall have been taken, at the request of one-third (1/3) of the voting members present. A motion requesting a mail ballot shall take precedence over a call for a question.

Article VI. Committees of the Faculty

A. Structure

1. Standing Committees

There shall be standing committees of the Faculty as specified in Section B below.

2. Select Committees

The Dean may at any time establish committees ad hoc for specific purposes..

3. Membership

- a. The Dean shall prepare annually a roster of appointed members of standing committees and distribute the list to all voting Faculty members. The newly appointed committees shall become operative with the beginning of the academic year.
- b. Both appointed and elected members shall be members of the Faculty. Except as otherwise directed in the By-Laws all Faculty are eligible for Committee membership. The Dean may appoint, or the Faculty may elect, other persons as ex officio members.

- c. All student members shall be students in the College of Pharmacy and shall have voting rights. Students shall not have access to faculty or student records.
- d. At least sixty (60) percent of the membership of each committee shall consist of voting faculty members. (The minority Concerns Committee is an exception to this).

4. Terms of Service

Members of committees should not normally be appointed, or elected, to the same committee for longer than three consecutive years. However, an effort should be made to insure continuity in each committee's work.

5. Ex Officio Membership

All members of committees serving ex officio shall be nonvoting members.

6. Officers

The Dean shall designate the chairperson of all appointed committees. Committees with elected membership will elect their own chairperson at the first meeting of the committee called by the appointed chairperson pro tem.

7. Records and Reporting

The official records of each committee except as noted below shall consist of the report presented to the Faculty Minutes. The records of the Committee on Appointments and Promotions and the Committee of Review are confidential and shall be for the use of the Dean and the Committee only. These shall be submitted to the Dean and no committee member shall retain a copy of such reports. Each committee is expected to report at least annually to the Faculty and/or to the Dean.

B. Standing College Committees

1. Budget and Policy Committee

a. Membership

The Dean or the Dean's designate, the Chairman of each Department, and the Graduate Directors.

b. Responsibilities

(1) To advise the Dean on all policy matters of importance to the College including program priorities in the area of faculty line assignments, teaching, research and service in relation to the resources allocated to the College and on long range planning (three to five years) in these areas.

(2) To serve as an effective leadership team for the College.

(3) To meet at least once each semester.

2. Space and Physical Resources Committee

a. Membership

A representative selected by the chairman of each Department.

b. Responsibilities

(1) To study the optimal utilization of space in the College and recommend any changes in current and future utilization and needs to the Dean.

(2) To establish suitable requirements and specifications for animal facilities in terms of immediate and long range needs of the College.

(3) Nothing in this section shall abrogate the duties or responsibilities of the Dean or department chairpersons as detailed elsewhere.

3. Admissions Committee

a. Membership

Associate Dean (Chairperson), five appointed faculty members, and two students.

b. Responsibilities

(1) To provide communications regarding requirements, standards, policies, and goals for admission taking into account the number of available spaces in the different class years.

- (2) To plan, review, and generally supervise recruitment activities of the College.
- (3) The Chairperson shall review all transfer applications and make recommendations on placement within the curriculum. Any questionable applications shall be referred to the Committee.
- (4) There will be a separate committee with the responsibility for admissions into the non-traditional (post-baccalaureate) Pharm.D. Program.

4. Advisory Committee on Appointments and Promotions

a. Membership

The Dean shall appoint four to six tenured faculty members from the College of Pharmacy, and the Dean shall have the option of including on the Committee one or more faculty members from other units of the University. A member of an Advisory Committee on Appointments and Promotion shall not participate in an evaluation of an appointment, reappointment or promotion to a rank higher than his or her own.

b. Responsibilities

The duties of an Advisory Committee on Appointments and Promotion shall be to advise the Dean of the College as to appointments, reappointments, promotions, 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 University Vice-President for Academic Affairs. The Committee may also on its own initiative make suggestions as to personal matters to administrative officers.

5. Curriculum, Educational Goals and Outcomes Assessment Committee

a. Membership

One member and one alternate member will be appointed from each Department in the College. The Dean will name a Chairperson.

b. Responsibilities

- (1) To evaluate Pharmacy education in the preclinical and clinical segments of the curriculum of the College.
- (2) To evaluate the quality of teaching by the faculty.
- (3) To conduct evaluations of the outcomes of the educational program at each stage of the curriculum, both preclinical and clinical, and on post graduate performance of Rutgers-trained pharmacists.
- (4) To study proposals of new courses for content, relevance, and impact on the curriculum and to make recommendations to the faculty regarding their inclusion in the curriculum.

6. Library Computer, and Instructional Technology Committee

a. Membership

Four appointed Faculty members and two students from the 5th or 6th year classes.

b. Responsibilities

- (1) To advise the Library on policies and practices relating to the needs and interests of Faculty.
- (2) To serve as a mechanism for addressing library-related needs of Faculty and students.
- (3) To initiate requests for acquisitions of new collections, journals, books, etc., peculiar to Pharmacy.
- (4) To make recommendations on the use of and need for electronic educational resources and communications.
- (5) To provide liaison with the University Learning Resource Center and Teaching Excellence Center.

7. Rules of Procedure Committee

a. Membership

The two elected full Professors of the Committee of Review

b. Responsibilities

- (1) To keep the By-Laws current by review and recommending changes as indicated.
- (2) To interpret the By-Laws in cases where they are found ambiguous.
- (3) To rule on questions of procedure.

8. Scholastic Standing Committee

a. Membership

Six faculty members who teach courses in the professional years of the curriculum plus the following *ex officio* members: the Associate Dean, the Assistant Dean of Academic and Computing Services, and the Assistant Dean for Student Development. Faculty members shall serve terms of four years, with a turnover of 1-2 members per year. The Dean will appoint a Chairperson. Any member may be reappointed to additional terms at the discretion of the Dean. The Associate Dean and Assistant Dean of Academic and Computing Services will keep committee records and implement the decisions and policies of the committee.

b. Responsibilities

- (1) To recommend standards of academic achievement for graduation, honors, probation, dismissal, etc.
- (2) To review the records of all students who fail to meet the minimum established standards at the end of each semester and to recommend appropriate action for faculty ratification.
- (3) To recommend specified programs for students who are in academic difficulty.
- (4) To review each application for readmission and recommend appropriate action to the Faculty.
- (5) To review applicants for reentry and recommend appropriate

action to the Faculty.

9. Committee on Minority Concerns

a. Membership

Three Faculty members, one staff member, and one minority student from each of the professional years of the curriculum.

b. Responsibilities

- (1) To consult with and advise the College Faculty and Administration on matters relating to the recruitment and retention of minority students.
- (2) To consult with and advise the College Faculty and Administration on the recruitment and retention of minority faculty.
- (3) To develop ways to sensitize faculty and students of the College of Pharmacy to needs of minority students in the academic and student life areas.
- (4) To encourage the participation of the minority students of the College of Pharmacy in the full range of student activities.
- (5) To bring to the attention of the whole College of Pharmacy community the fact that our interactions with persons of diverse racial, ethnic, social, cultural and economic backgrounds can be an extremely valuable means of fostering the qualities of tolerance, compassion and empathy which pharmacists very much need in their dealings with people.

10. Honors Program Committee

a. Membership

Representatives from each of the 5 departments within the College of Pharmacy will be appointed by the Dean.

b. Responsibilities

The committee will invite eligible second and third year students to participate in the program. The committee will monitor student progress and be responsible for reviewing and approving the research theses from students within the program. The chairman of the committee will provide the Dean with a written accountability report

reviewing the performance of the Honors program.

Article VII. Representatives and Delegates

A. University Senate

1. Membership

The allocated number of faculty delegate(s) of professorial rank shall be elected for a two-year term to represent the Faculty in the University Senate.

2. Responsibilities

The delegate(s) shall report all Senate actions to the Faculty on a regular basis, determine the opinion of the Faculty on questions before the Senate, and represent the Faculty at all Senate meetings.

B. New Brunswick Faculty Council

1. Membership

The allocated number of delegates of professorial rank shall be elected for a two-year term to represent the faculty in the New Brunswick Faculty Council.

2. Responsibilities

The delegates shall report all New Brunswick faculty Council actions to the faculty on a regular basis, determine the opinion of the faculty on questions before the New Brunswick Faculty Council, and represent the Faculty at all New Brunswick faculty Council meetings.

C. New Jersey State Board Committee on Internship

1. Membership

One representative from the Pharmacy Practice area, along with the Dean of the College shall be appointed each year.

2. Responsibilities

To represent the Faculty and to act in the role of liaison between the Faculty and the Board of Pharmacy.

Article VIII. Departments

A. The departments and divisions of the College shall be (Univ. Reg. 1.06, p. 50. 1a):

1. Pharmacy Practice and Administration
2. Pharmaceutical Chemistry
3. Chemical Biology
4. Pharmacology and Toxicology
5. Pharmaceutics

B. Any addition or deletion from the above shall be made in accordance with Article X.

C. Membership

The members of a department or division shall be members of the Faculty with rank of instructor, or its equivalent or above who teach in or are specialists in the particular disciplinary areas of the department or division.

D. Chairperson (Univ. Reg. 2.51 . 50.7)

There shall be a department chairperson for each department or division appointed by the Dean. Whenever any department or division shall include three or more members of the rank of associate professor or professor, the members above the rank of instructor who are in their second or subsequent semester of service in the department shall by ballot nominate to the Dean one of the professors or associate professors for appointment as department chairperson when a vacancy shall occur.

1. Terms of Office

A chairperson should serve at least three years, but not more than five years.

2. Responsibilities (Univ. Reg. 2.52, p. 50.7)

Under the Dean of the College, it shall be the duty of a department chairperson to have general administrative responsibility for the program of the department; to plan with the members of the department a progressive program for the department; to evaluate continuously the instruction, research, and administrative processes of the department, and make appropriate recommendations to the Dean; to evaluate periodically members of the department, and report the evaluations as required; on consultation with the members of the department on indefinite tenure to recommend appointments, promotions, non-reappointments, promotions, non-reappointments, and dismissals in accordance with University policies and regulations; to see that adequate supervision, advice, and training are afforded new members of the department and other members who might profit thereby; to appoint on an annual basis course coordinators who would assume responsibility for coordination and continuity in instruction, and generally to promote the effectiveness of the department, College, and University by every appropriate means.

3. Eligibility to Serve as Chairperson

Any tenured member of the department or division who is an associate or full professor is eligible to serve as chairperson.

4. Acting Chairperson

If a chairperson is absent, the Dean shall appoint an acting chairperson to replace him/her.

E. Vice Chairperson

The Department Chairperson may appoint a Vice Chairperson with the approval of the Dean.

Article IX. Requirements for a Degree

The faculty shall prescribe degree requirements for students in the College. No changes in degree requirements may be implemented for a particular class, if such changes will delay the graduation of a student who is continuously registered and making normal progress towards completing degree requirements, or if such change substantially alters the sequence of courses so as to impose an overload or undue hardship on students. In general, a student is guaranteed the right to graduate under the requirements in effect at the time of his/her admission.

Article X. Amendments

Amendments may be initiated by the Rules of Procedure Committee, or by any voting member of the Faculty of the College who submits a proposed amendment in writing to the Committee. "The Committee, through the Secretary, shall distribute to the Faculty copies of any submitted or internally-generated proposed amendments at the next regular Faculty meeting subsequent to the receipt of such proposals." The Committee shall then have up to two months to study such proposal and shall report at the next regular Faculty meeting occurring after this period. Amendments to these By-laws may be considered at any regular meeting of the Faculty provided that written text of the amendment has been sent by the Secretary to each member at least two weeks before such meeting.

An amendment is adopted and becomes a permanent part of the By-laws by an affirmative vote of a majority of the faculty by mail ballot submitted to all eligible voting members.

Article XI. Status of By-Laws

These By-laws shall become permanent upon adoption by an affirmative vote of a majority of the faculty by mail ballot submitted to all eligible voting members.

The Graduate School of Applied and Professional
Psychology By - Laws

BYLAWS
of the
DEPARTMENT OF CLINICAL PSYCHOLOGY Graduate School of
Applied and Professional Psychology Revised January 22,
1996

I . PREAMBLE

The primary objective of the Department of Clinical Psychology is to provide advanced training for the practice of clinical psychology. Clinical psychology is defined as the application of valid psychological principles to the solution of problems generated within individuals, groups, or systems. There is a special commitment to active community' involvement, and the promotion of human rights and dignity without regard to sex, race, social status or ethnic background. The Department prepares carefully selected students for professional careers as direct service clinical psychologists trained to incorporate available knowledge and critical thinking into the creative delivery of psychological services.

These Bylaws are intended to govern the affairs of the Department of Clinical Psychology in accordance with the provisions set forth in the articles that follow and with all applicable sections of the University and Graduate School of Applied and Professional Psychology regulations. In the event of conflict or inconsistency, University or Graduate School of Applied and Professional Psychology regulations shall prevail.

Throughout these Bylaws, unless otherwise indicated, IIFacultyll refers to the Faculty of the Department of Clinical Psychology.

II. MEMBERSHIP IN THE FACULTY COUNCIL

A. Members of the Faculty of the Department of Clinical Psychology shall include:

1. The President of the university, the Senior Vice-President of Academic Affairs, and the New Brunswick Provost.
2. The Dean of the Graduate School of Applied and Professional Psychology.
3. Members of the University faculty who hold full-time appointments in the Graduate School of Applied and Professional Psychology Clinical Psychology Department: faculty who hold at least a 40% appointment on a clinical faculty line of the Graduate School of Applied and Professional Psychology.
4. Adjunct Faculty are appointed annually. Appointment shall be by the Dean of the Graduate School of Applied and Professional Psychology upon the nomination of the Department Chairpersons, and the recommendation of the

Appointments and Promotions Committee. Adjunct faculty shall include the following who may serve on all committees, unless specifically exempted, with the privilege of vote on such committees.

- a. Participatory (Joint) Faculty who hold a full-time position with the University of Medicine and Dentistry of New Jersey, Livingston College Psychology Department, the Graduate School, Graduate School of Education or the Graduate School of Social Work. They will maintain the same rank.
 - b. Visiting Faculty who teach, supervise, actively serve on committees, and have maintained a special relationship with the Graduate School of Applied and Professional Psychology. Rank is to be determined by the Dean upon the recommendation of the Appointments and Promotions Committee; e.g., Visiting Professor of Clinical, Visiting Associate Professor of Clinical, Visiting Assistant Professor of Clinical.
 - c. Contributing faculty shall apply to community coadjutants who teach a course. No rank will be assigned but specially designation will be indicated, e.g., contributing Faculty member in Clinical Psychology.
5. Field Supervisory Adjunct Faculty appointed annually. Appointment shall be by the Dean upon the nomination of the Department of Clinical Psychology Chairperson and the recommendation of the Appointments and Promotions Committee. Field Supervisory Adjunct Faculty shall include on-site field supervisors who shall be members of the Faculty with the privilege of voice only in meetings of the department. Members may be appointed to serve on all committees (unless specifically exempted) with the privilege of vote unless specifically exempted.
 6. Officers of the University and representatives of other colleges who are invited by the Department Chair.
 7. Sections 1 through 6 notwithstanding, no person shall hold faculty membership who is a candidate for a degree program in the Graduate School of Applied and Professional Psychology.
 8. Voting membership in the Clinical Department meetings shall include faculty members listed in Bylaws IIA, items 1 through 4.

III. POWERS OF THE DEPARTMENT FACULTY

- A. Recommending to the GSAPP Faculty Council such requirements for admission as deemed necessary for entrance into the clinical curriculum.
- B. setting up the requisite curricula for its academic work and providing for the schedule of courses.
- C. Encouraging the professional activities and research work of faculty members and of students.
- D. Recommending additional regulations regarding attendance, conduct of examinations, grading, scholastic standing and honors in course and other appropriate matters.
- E. Recommending specific requirements for degrees for the purpose of recommendation to the GSAPP Faculty Council.
- F. Recommending to the Dean those candidates who have fulfilled the requirements for the Doctor of Psychology degree.
- G. Adopting regulations governing its own procedures, faculty and students.
- H. Making recommendations to the Dean of the Graduate School of Applied and Professional Psychology respecting any phase of GSAPP activity.
- I. Proposing through the GSAPP Faculty council amendments to the university regulations to be adopted by the Board of Governors. In the exercise of these powers of determining basic policy questions the Faculty must ensure that the rights of faculty and students are protected and that the individuals most affected by a change in organizational structure be consulted prior to such change.

IV. ADMINISTRATIVE OFFICERS OF THE DEPARTMENT OF CLINICAL PSYCHOLOGY

A. Chair

The Department Chair shall be elected by all members of the voting faculty for a term of three years. Nominations shall be submitted to the Department Secretary by March 15 of the third year and closed balloting completed by May 1 of that year. Under the Dean, it shall be the duty of department chairperson to have general administrative responsibilities for the program of the department; to plan

with its members a progressive program for the department; to evaluate continuously the instructional, research, and administrative processes of the department, and make appropriate recommendations to the Dean; to evaluate periodically members of the department, and report these evaluations as required; in consultation with the tenured members of the department to recommend appointments, reappointments, promotions, and dismissals; to see that adequate supervision, advice, and training are afforded new members of the department and other members who might profit thereby; and generally to promote the effectiveness of the department, college, and university by every appropriate means.

B. Secretary

The Secretary is a full-time employee of the Graduate School of Applied and Professional Psychology. The duties of the Secretary include:

1. At the direction of the Chair, compilation of an agenda, with additional supporting materials such as resolutions, reports, nominations, etc., for all Departmental Faculty meetings.
2. Maintain a record of all actions taken by the faculty.
3. Make the minutes of meetings available to any Clinical faculty member upon request.
4. Maintain and hold available for reference an up-to-date compilation of the Bylaws.

v. MEETINGS OF THE CLINICAL PSYCHOLOGY FACULTY

A. Meetings

1. Regular Meetings. At the call of the Chair, a minimum of two regular meetings shall be held each semester, according to a schedule to be announced by the Chair at the beginning of each academic year.
2. Special Meetings. special meetings of the Clinical Psychology faculty may be held at the call of the president of the University, or of the Dean, or of the Chair, or shall be held at the call of the Chair on written request of at least 20% of the voting members of Faculty of the current academic year. Unless the Chair proclaims the existence of an emergency, such special meetings shall not be convened until a period of at least 72 hours has elapsed from the time of the call was issued. Resolutions and supporting data for

consideration at the special meeting shall be transmitted to the Faculty as expeditiously as possible in advance of the meeting date.

3. Quorum. A quorum for all meetings shall consist of at least 51% of the voting members of the Clinical Department faculty for the current academic year, as defined in LIB of the GSAPP Bylaws.
4. Agenda. The Department Chair prepares the agenda for each meeting. Any member of the Faculty may request an item to be included on the agenda.

B. CONDUCT OF MEETINGS

1. Presiding Officer. The Chair, or in the absence of the Chair, the Secretary or a faculty member appointed by the Chair for this purpose, normally shall preside at all regular or special meetings of the departmental faculty. In the event no designated presiding officer is in attendance, the Faculty present shall elect a presiding officer for that meeting.
2. Rules of Order.
 - a. The Chair may require that a formal report, motion, or amendment shall be presented in writing to the Secretary of the Faculty upon its introduction.
 - b. All resolutions, reports, and motions that will commit the Faculty to any new departmental policy position shall normally be referred for consideration to a select committee where individuals most affected by basic changes may have the opportunity to present their views. Policy changes affecting students shall take effect only for those students who are admitted after the passage of such change of policy. Policies established during the first year of operation of the Department shall not be limited by this.
 - c. When a voting member is prevented by official Department, GSAPP or University responsibilities from attending all or part of a Faculty meeting *slhe* may submit a signed ballot to the Secretary designating the date of the meeting, the question to be voted upon, and the side on which the absentee's ballot is to be cast. All absentee ballots shall be in the Secretary's hand at the start of the voting on a given issue. (While the ballot may be counted, this does not contribute to the necessary quorum of 51%J

VI. COMMITTEES OF THE FACULTY OF THE DEPARTMENT

Structure

Ad hoc committees are to be appointed by the Chair in relation to a specific problem which requires a solution.

VII. AMENDMENTS

These Bylaws may be amended at a regular meeting of the Clinical Psychology Faculty with the approval of two-thirds of the members present and voting, provided the written text of the amendment has been sent to each member at least one week prior to the meeting. Amendments may be offered by any voting member of the Departmental Faculty who submits a proposal in writing to the Clinical Department Faculty.

... voted upon and approved by the
Department of Clinical Psychology on
January 22, 1996

BYLAWS
of the
DEPARTMENT OF CLINICAL PSYCHOLOGY Graduate School of
Applied and Professional Psychology Revised January 22,
1996

I . PREAMBLE

The primary objective of the Department of Clinical Psychology is to provide advanced training for the practice of clinical psychology. Clinical psychology is defined as the application of valid psychological principles to the solution of problems generated within individuals, groups, or systems. There is a special commitment to active community' involvement, and the promotion of human rights and dignity without regard to sex, race, social status or ethnic background. The Department prepares carefully selected students for professional careers as direct service clinical psychologists trained to incorporate available knowledge and critical thinking into the creative delivery of psychological services.

These Bylaws are intended to govern the affairs of the Department of Clinical Psychology in accordance with the provisions set forth in the articles that follow and with all applicable sections of the University and Graduate School of Applied and Professional Psychology regulations. In the event of conflict or inconsistency, University or Graduate School of Applied and Professional Psychology regulations shall prevail.

Throughout these Bylaws, unless otherwise indicated, IIFacultyll refers to the Faculty of the Department of Clinical Psychology.

II. MEMBERSHIP IN THE FACULTY COUNCIL

A. Members of the Faculty of the Department of Clinical Psychology shall include:

1. The President of the university, the Senior Vice-President of Academic Affairs, and the New Brunswick Provost.
2. The Dean of the Graduate School of Applied and Professional Psychology.
3. Members of the University faculty who hold full-time appointments in the Graduate School of Applied and Professional Psychology Clinical Psychology Department: faculty who hold at least a 40% appointment on a clinical faculty line of the Graduate School of Applied and Professional Psychology.
4. Adjunct Faculty are appointed annually. Appointment shall be by the Dean of the Graduate School of Applied and Professional Psychology upon the nomination of the Department Chairpersons, and the recommendation of the

Appointments and Promotions Committee. Adjunct faculty shall include the following who may serve on all committees, unless specifically exempted, with the privilege of vote on such committees.

- a. Participatory (Joint) Faculty who hold a full-time position with the University of Medicine and Dentistry of New Jersey, Livingston College Psychology Department, the Graduate School, Graduate School of Education or the Graduate School of Social Work. They will maintain the same rank.
 - b. Visiting Faculty who teach, supervise, actively serve on committees, and have maintained a special relationship with the Graduate School of Applied and Professional Psychology. Rank is to be determined by the Dean upon the recommendation of the Appointments and Promotions Committee; e.g., Visiting Professor of Clinical, Visiting Associate Professor of Clinical, Visiting Assistant Professor of Clinical.
 - c. Contributing faculty shall apply to community coadjutants who teach a course. No rank will be assigned but specially designation will be indicated, e.g., contributing Faculty member in Clinical Psychology.
5. Field Supervisory Adjunct Faculty appointed annually. Appointment shall be by the Dean upon the nomination of the Department of Clinical Psychology Chairperson and the recommendation of the Appointments and Promotions Committee. Field Supervisory Adjunct Faculty shall include on-site field supervisors who shall be members of the Faculty with the privilege of voice only in meetings of the department. Members may be appointed to serve on all committees (unless specifically exempted) with the privilege of vote unless specifically exempted.
 6. Officers of the University and representatives of other colleges who are invited by the Department Chair.
 7. Sections 1 through 6 notwithstanding, no person shall hold faculty membership who is a candidate for a degree program in the Graduate School of Applied and Professional Psychology.
 8. Voting membership in the Clinical Department meetings shall include faculty members listed in Bylaws IIA, items 1 through 4.

III. POWERS OF THE DEPARTMENT FACULTY

- A. Recommending to the GSAPP Faculty Council such requirements for admission as deemed necessary for entrance into the clinical curriculum.
- B. setting up the requisite curricula for its academic work and providing for the schedule of courses.
- C. Encouraging the professional activities and research work of faculty members and of students.
- D. Recommending additional regulations regarding attendance, conduct of examinations, grading, scholastic standing and honors in course and other appropriate matters.
- E. Recommending specific requirements for degrees for the purpose of recommendation to the GSAPP Faculty Council.
- F. Recommending to the Dean those candidates who have fulfilled the requirements for the Doctor of Psychology degree.
- G. Adopting regulations governing its own procedures, faculty and students.
- H. Making recommendations to the Dean of the Graduate School of Applied and Professional Psychology respecting any phase of GSAPP activity.
- I. Proposing through the GSAPP Faculty council amendments to the university regulations to be adopted by the Board of Governors. In the exercise of these powers of determining basic policy questions the Faculty must ensure that the rights of faculty and students are protected and that the individuals most affected by a change in organizational structure be consulted prior to such change.

IV. ADMINISTRATIVE OFFICERS OF THE DEPARTMENT OF CLINICAL PSYCHOLOGY

A. Chair

The Department Chair shall be elected by all members of the voting faculty for a term of three years. Nominations shall be submitted to the Department Secretary by March 15 of the third year and closed balloting completed by May 1 of that year. Under the Dean, it shall be the duty of department chairperson to have general administrative responsibilities for the program of the department; to plan

with its members a progressive program for the department; to evaluate continuously the instructional, research, and administrative processes of the department, and make appropriate recommendations to the Dean; to evaluate periodically members of the department, and report these evaluations as required; in consultation with the tenured members of the department to recommend appointments, reappointments, promotions, and dismissals; to see that adequate supervision, advice, and training are afforded new members of the department and other members who might profit thereby; and generally to promote the effectiveness of the department, college, and university by every appropriate means.

B. Secretary

The Secretary is a full-time employee of the Graduate School of Applied and Professional Psychology. The duties of the Secretary include:

1. At the direction of the Chair, compilation of an agenda, with additional supporting materials such as resolutions, reports, nominations, etc., for all Departmental Faculty meetings.
2. Maintain a record of all actions taken by the faculty.
3. Make the minutes of meetings available to any Clinical faculty member upon request.
4. Maintain and hold available for reference an up-to-date compilation of the Bylaws.

v. MEETINGS OF THE CLINICAL PSYCHOLOGY FACULTY

A. Meetings

1. Regular Meetings. At the call of the Chair, a minimum of two regular meetings shall be held each semester, according to a schedule to be announced by the Chair at the beginning of each academic year.
2. Special Meetings. special meetings of the Clinical Psychology faculty may be held at the call of the president of the University, or of the Dean, or of the Chair, or shall be held at the call of the Chair on written request of at least 20% of the voting members of Faculty of the current academic year. Unless the Chair proclaims the existence of an emergency, such special meetings shall not be convened until a period of at least 72 hours has elapsed from the time of the call was issued. Resolutions and supporting data for

consideration at the special meeting shall be transmitted to the Faculty as expeditiously as possible in advance of the meeting date.

3. Quorum. A quorum for all meetings shall consist of at least 51% of the voting members of the Clinical Department faculty for the current academic year, as defined in LIB of the GSAPP Bylaws.
4. Agenda. The Department Chair prepares the agenda for each meeting. Any member of the Faculty may request an item to be included on the agenda.

B. CONDUCT OF MEETINGS

1. Presiding Officer. The Chair, or in the absence of the Chair, the Secretary or a faculty member appointed by the Chair for this purpose, normally shall preside at all regular or special meetings of the departmental faculty. In the event no designated presiding officer is in attendance, the Faculty present shall elect a presiding officer for that meeting.
2. Rules of Order.
 - a. The Chair may require that a formal report, motion, or amendment shall be presented in writing to the Secretary of the Faculty upon its introduction.
 - b. All resolutions, reports, and motions that will commit the Faculty to any new departmental policy position shall normally be referred for consideration to a select committee where individuals most affected by basic changes may have the opportunity to present their views. Policy changes affecting students shall take effect only for those students who are admitted after the passage of such change of policy. Policies established during the first year of operation of the Department shall not be limited by this.
 - c. When a voting member is prevented by official Department, GSAPP or University responsibilities from attending all or part of a Faculty meeting *slhe* may submit a signed ballot to the Secretary designating the date of the meeting, the question to be voted upon, and the side on which the absentee's ballot is to be cast. All absentee ballots shall be in the Secretary's hand at the start of the voting on a given issue. (While the ballot may be counted, this does not contribute to the necessary quorum of 51%J

VI. COMMITTEES OF THE FACULTY OF THE DEPARTMENT

Structure

Ad hoc committees are to be appointed by the Chair in relation to a specific problem which requires a solution.

VII. AMENDMENTS

These Bylaws may be amended at a regular meeting of the Clinical Psychology Faculty with the approval of two-thirds of the members present and voting, provided the written text of the amendment has been sent to each member at least one week prior to the meeting. Amendments may be offered by any voting member of the Departmental Faculty who submits a proposal in writing to the Clinical Department Faculty.

... voted upon and approved by the
Department of Clinical Psychology on
January 22, 1996

**BYLAWS OF THE FACULTY
OF THE
SCHOOL OF ENGINEERING**

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BYLAWS OF THE FACULTY OF THE SCHOOL OF ENGINEERING

I. PREAMBLE

These bylaws, prepared and adopted by the faculty of the School of Engineering (SOE), are intended to govern the affairs of the SOE in accordance with the provisions set out in the several articles that follow. These provisions shall not be suspended except by way of the amending procedures specified in Article VII. The bylaws and any amendments thereto, shall be consistent with all applicable sections of the University Policy Library (formerly university regulations). In the event of any conflict or inconsistency, the University Policy Library shall prevail.

The School of Engineering shall consist of the units listed in Article VI.

II. MEMBERSHIP IN THE FACULTY

A. Members of the Faculty of the School of Engineering shall include:

1. The president and the Executive Vice President for Academic Affairs (EVPAA) of the university.
2. The dean of the SOE, deputy, associate and assistant deans of the SOE, and the director of continuing engineering education.
3. Professors, associate professors, assistant professors, instructors, visiting faculty, and members of the research staff of equivalent rank and service, and faculty members on leave.
4. Officers of the university and representatives of other schools or colleges who are invited by the dean.

B. Voting members of the faculty of the School of Engineering shall include:

1. The tenured and tenure-track faculty members in the-School of Engineering
2. Dean of the School of Engineering.
3. Faculty members who hold fifty percent or more of a School of IDR budgeted lines-who have an appointment for more than one year.
4. In addition, in joint appointments, the SOE voting faculty body may also designate faculty as voting members, such approval being based on substantial involvement of the member in the SOE.

C. Duties and Powers

Under the powers delegated by the president, and subject to review by the

University Senate, the faculty has jurisdiction over its own academic matters as follows:

1. Establishing the requirements necessary for admission into its several curricula.
2. Establishing the requisite curricula for its academic work and providing for the schedule of courses.
3. Encouraging the research work of the faculty members and students.
4. Adopting regulations regarding attendance, conduct of examinations, grading, scholastic standing, and honors in courses and other appropriate matters of the SOE.
5. Fixing specific requirements for degrees.
6. Adopting regulations governing its own procedures.
7. Making recommendations to the president or to the senate respecting any phase of SOE or university activity.
8. Proposing, through the senate and the president, amendments to the University Policy Library to be adopted by the Board of Governors.

III. OFFICERS OF THE SCHOOL

A. Dean. The dean of the SOE shall be responsible for its effective academic and educational administration and shall exercise diligent leadership to achieve these ends. The responsibilities of the dean include recommendations of candidates for appointment as chairpersons of departments in accordance with the University Policy Library , appointments of members of committees, coordination of the academic activities of the SOE with the other academic deans of the university, recommendations of faculty appointments and promotions, and recommendations of the budget, except as limited by these bylaws.

B. Associate and Assistant Deans and Other Administrative Officers. The appointment of associate and assistant deans and other administrative officers may be recommended to the EVPAA by the dean, with such responsibilities as are assigned by the dean. Administrative officers include: deputy dean, associate dean for academic affairs, associate dean for research and director of the Bureau of Engineering Research, assistant dean for freshmen, associate dean for student development, assistant dean for counseling and training, assistant dean for advising and technology, director of computer services, director of CAD laboratories, director of continuing education, business manager, and any other officers which the dean may deem necessary.

C. Secretary of the Faculty. The Secretary of the Faculty shall be elected by the faculty for a term of one year. The secretary shall keep a record of all actions taken by the faculty. A copy of the minutes shall be sent to each member of the faculty no later than two weeks following any meetings. The Secretary shall also maintain and hold available for reference an up-to-date compilation of the SOE and departmental bylaws.

D. Senators. Senators shall be elected by the faculty for terms of three years or for completion of unexpired terms in case of vacancies according to section V.A.5.d of these bylaws and in accordance with section 50.2.1.B(4) of the University Policy Library. They will represent the SOE in the University Senate and report to the faculty on the transactions of the senate.

IV. MEETINGS OF THE FACULTY

A. Meetings

1. **Regular Meetings.** A regular meeting of the faculty of the School of Engineering shall be held at least twice each semester. The Secretary of the Faculty with assistance of the Office of the Dean shall prepare and distribute the agenda to the faculty for all meetings one week before the scheduled meeting.

2. **Special Meetings.** Special meetings of the faculty may be held at the call of the president or of the dean, and also shall be held on written request to the dean of at least twenty percent of the voting members for the then current academic year. Unless the dean proclaims the existence of an emergency, such special meetings shall not be convened until a period of at least seventy-two hours has elapsed from the time that the call was issued. Resolutions and supporting data for consideration at special meetings shall be transmitted to the faculty as expeditiously as possible in advance of the meeting date. The agenda of the meeting shall be limited to such resolutions.

3. **Quorum.** A quorum shall consist of a simple majority of the voting members of the faculty for the current academic year.

B. Conduct of Meetings

1. **Presiding Officer.** The dean shall normally preside at regular or special meetings of the faculty unless the president or EVPAA is present and presides.

2. **Order of Business.** The order of business shall ordinarily be: approval of minutes; report of the dean; reports of standing committees; reports of select committees; old business; and new business.

3. Rules of Order

a. The dean, with the approval of the faculty, shall appoint a parliamentarian to serve for one year to advise on procedure. The parliamentarian shall be consulted by the dean before ruling except on routine procedures.

b. Robert's Rules of Order, in the edition specified by the parliamentarian, shall govern, except that normally a speaker shall be limited to five minutes on each question. An additional minute may be allowed for rebuttal.

c. All resolutions, reports, and motions that will commit the faculty to any policy position must be submitted to the Secretary of the Faculty in sufficient time so that a copy can be sent to each member of the faculty not later than seven calendar days before the meeting at which an action is contemplated.

d. Motions or resolutions that have not been circulated in written form may be put on the floor and debated, by a vote of two-thirds of the voting members present, and will require a two-thirds vote for adoption.

4. Open and Closed Meetings

a. The presiding officer shall be responsible for decorum of the meeting.

b. All elected and appointed student members of the SOE committees and the student Senators are invited to attend open faculty meetings as non-voting participants.

c. The faculty may at any time by majority vote move to close a meeting to all except members of the faculty.

V. COMMITTEES OF THE SCHOOL

A. Structure

1. **Standing Committees.** There shall be standing committees of the faculty as specified in section V.B.

2. Select Committees

a. To further the work of the SOE, the faculty or the dean may at any time establish an ad hoc committee.

b. After a select committee has been in existence for two consecutive years, it shall be either established by the faculty as a standing committee or be disbanded.

3. **Appointed Committees.** There shall be appointed committees of the faculty as specified in section V.A.5.c.

4. **Elected Committees.** There shall be elected committees of the faculty as specified in section V.A.5.d.

5. Membership

a. The faculty members of all committees shall be voting members of the faculty.

b. Where student participation is authorized, the number of students shall be one-third of the number of faculty members, or a minimum of two, of each standing committee (with fractions rounded to the nearest integer).

c. The SOE Committee on Committees shall appoint the faculty and student members of the standing committees: Courses of Study Committee, EOF Community Advisory Board, Health and Safety Committee, Library Committee, Professional Engineering Committee, Rules of Procedure Committee, Scholastic Standing Committee, Student Disciplinary Committee and Student Services Committee and the University Advisory Resource Pool.

d. The election of faculty members to the elected committees shall be conducted as follows. Each of the academic departments nominates one faculty member for each position or committee. Any eight faculty members may similarly nominate one candidate by petition. The administration of the election, including notifying the departments regarding the need for nominees, the preparation of the ballots, the conducting of the election, the informing of the elected members regarding their election and duties, and all problems of coordination, are the responsibility of the Committee on Committees. The elected committees are the Student Affairs Committee, Advisory Committee on Appointments and Promotions, SOE Planning Committee, Committee on Committees, Professor II Committee, Search Committee for the Dean, and University Hearing Board.

e. Student members of elected committees shall be elected by the student representatives of the Committee on Committees.

6. **Term of Service.** Except as otherwise provided in these bylaws, an effort should be made to rotate the membership of SOE committees. Vacancies shall be filled such that not more than half the members of a committee will change from year to year in order to insure continuity of operation.

7. **Ex Officio Membership**

a. All members of committees serving *ex officio* shall be non-voting members.

b. In addition to the membership as hereinafter defined, the dean or a representative shall be a non-voting member of each committee except for the Committee of Review and the Committee on Appointments and Promotions. The dean cannot be a member of either committee.

8. **Officers.** Each standing committee shall elect, from its voting membership, a chairperson, and a secretary who shall keep minutes of the committee's significant actions except for those of the Committee of Review. A copy of these minutes shall be kept in a central file in the dean's office.

9. **Quorum.** A quorum shall consist of a simple majority of the members eligible to vote on a committee unless that committee shall establish a different quorum.

10. **Records.** The records of each committee shall be transferred from each outgoing chairperson to each incoming chairperson to preserve continuity. Official records of the Committee on Appointments and Promotions and the Committee of Review shall be confidential. They shall be kept by the dean, for the use of the dean and the committee only, and none shall be in the hands of the committee members. Records of all other committees shall be available to members of the faculty.

11. **Reporting.** The Administrative Board, the Appointments and Promotions Committee, and the Professor II committee are advisory to the dean and may, at their discretion, report to the faculty. All other committees shall report their activities to the faculty and the dean.

B. Standing SOE Committees

1. Administrative Board

Membership: The Administrative Board is composed of the chairpersons of the academic departments, the dean, who acts as chairperson, and the associate dean for academic affairs, who serves as secretary.

Responsibilities: This board prepares business for the faculty. All committees, except the Committee of Review, may submit reports and recommendations to the Administrative Board which will consider each matter and determine whether or not action is required by the entire faculty under the subjects listed as Duties and Powers of the Faculty. When action by the entire faculty is necessary, the secretary of the board will give to the secretary of the faculty a list of subjects to be considered. Any committee or member of the faculty may present questions for consideration by the faculty without acting through the Administrative Board. The board, at its discretion, may act for the faculty in matters not deemed sufficiently important to warrant consideration by the entire faculty. The

Administrative Board may give advice concerning administrative action when requested by the dean.

2. Student Affairs Committee

Membership: One elected faculty member and one student member from each academic department, with the student members serving in an advisory capacity.

Responsibilities:

- a. To scrutinize the requirements, standards, and policies of admission to the various curricula.
- b. To review and to recommend changes in student recruitment policies and practices.
- c. To review and to recommend changes in the freshman orientation program, and policies and practices related to student registration and scheduling.
- d. To review and to recommend changes in the general academic advising procedures for students prior to their choice of major.
- e. To develop interdepartmental programs of study.
- f. To establish and to review on a continuing basis the policies under which scholarship funds and other forms of student aid are administered.
- g. To examine applications, seek applicants, and recommend awards for all forms of financial aid.

3. Advisory Committee on Appointments and Promotions

Membership: An Advisory Committee on Appointments and Promotions, with a membership of four persons, is composed of faculty members on indefinite tenure. On alternate years the faculty elects one new member to this committee while on each intervening year the dean appoints one new member. The chairperson of the committee shall be the member whose term next expires. Elected members are annually reaffirmed by the faculty and appointed members are annually reviewed by the dean.

Responsibilities: The duties of this committee are to advise the dean of the SOE 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 shall also be forwarded to the EVPAA by the dean. The committee may also on its own initiative make suggestions as to personnel matters to SOE and university administrative officers.

4. SOE Planning Committee

Membership: One elected member of each academic department, exclusive of the department chairperson, each to serve three years. Election procedures shall be in accordance with section V.A.5.d.

Responsibilities: To study planning projects initiated by the dean, the administrative board, the faculty or on its own initiative, and to report to the faculty.

5. Committee on Committees

Membership: One faculty member and one student member from each department elected by the department committee of that department. Members of the Committee on Committees are elected on or before February 15 of each year. Students serve for one year; faculty members for two years with half of the departments holding elections each year. The elected members choose one of the faculty members to serve as chairperson.

Responsibilities: To appoint faculty and student members to standing committees including: Courses of Study Committee, EOF Community Advisory Board Committee, Health and Safety Committee, Library Committee, Rules of Procedure Committee, Scholastic Standing Committee, Student Disciplinary Committee and Student Services Committee, Professional Engineering. To administer the election of faculty and student members to all elected committees. Additional responsibilities are found in sections V. A.5.b & c.

6. Courses of Study Committee

Membership: One appointed faculty member from each academic department, normally the person responsible for the undergraduate program, and one from Bioresource Engineering¹, and two students.

Responsibilities: To review all proposals for changes in course offerings and prepare such proposals for action by the faculty.

7. EOF Community Advisory Board

Membership: Three appointed faculty member from the student affairs committee; three appointed students; and three appointed community members.

Responsibilities: To make recommendations, in collaboration with the appropriate standing committees of the faculty, concerning the coordination and integration of the E.O.F. supported students into the full life of the SOE. The areas include recruitment, SOE orientation, counseling, testing, educational support programs, financial aid, campus life, and professional development. A further responsibility is to acquaint the local community with the opportunities and objectives of the E.O.F. activities.

8. Health and Safety Committee

Membership: At least one appointed faculty member from each academic department and research center.

Responsibilities: To oversee and observe all existing and planned facilities in the School of Engineering for any existing or potential health risks to all students, faculty, staff and visitors. To insure compliance with all appropriate or applicable health and safety standards and regulations of the federal, state or municipal authorities, and that the consensus standards of recognized national and international health and safety

¹ *Bioresource Engineering* is changing to *Bioenvironmental Engineering* effective AY 2007-08

organizations be adhered to. The committee shall recommend to the dean, faculty, staff and students, required remedial action. In addition, the committee shall act as liaison between the SOE and the Department of Radiation and Environmental Health and Safety

9. Library Committee

Membership: One appointed faculty member from each academic department and two students.

Responsibilities: To maintain liaison with the University Library regarding policies and practices affecting the SOE. To secure from the university librarian and elsewhere various technical book lists, publishing house brochures, and other sources of information regarding new books, electronic publications, and periodicals. To recommend to the librarian the purchase of books, electronic publications, and periodicals which may be of value to the SOE. Individual members of the faculty may ask the committee to recommend purchases or may speak directly to the university librarian.

10. Professional Engineering Committee

Membership: One appointed faculty member from each academic department.

Responsibilities: To promote professional engineering registration and other professional activities among students and faculty members in the SOE. To encourage senior and graduate engineering students to take the Engineer-in-Training (EIT) Examination and promote registration on the part of the faculty and recent graduates.

11. Professor II Committee

Membership: The Professor II Committee with a membership of four persons, is composed of faculty members who have the rank of Professor II. Each member shall have a term of four years. On alternate years, the faculty elects one new member to this committee, while on each intervening year, the dean appoints one new member. No more than one member shall be from the same department, discipline, or professional field.

12. Rules of Procedure Committee

Membership: One appointed faculty member from each academic department and two students.

Responsibilities:

- a. To establish rules of procedure.
- b. Resolve conflicts with or interpretation of the SOE bylaws.
- c. Resolve conflicts with or interpretation of the University Policy Library.

Any member or committee of the faculty may request guidance of the committee.

13. Scholastic Standing Committee

Membership: One appointed member of the faculty from each academic department, one from Bioresource Engineering¹, the associate dean for academic affairs, the assistant dean for freshmen, the associate dean for student development, and the assistant dean for counseling and training.

Responsibilities: This committee examines the academic standing of each student at the end of the semester (or more frequently, at the discretion of the committee). The committee is empowered to send out probation warnings, to place a student on probation, or to drop a student from the SOE due to poor academic performance. The case of each student must be considered separately on its own merits. It is the duty of each committee member to become informed before each meeting with the opinion of other faculty members regarding action to be taken concerning a student. The names of students dropped must be reported to the faculty at its next regular meeting. The Administrative Board will act on all student appeals for reconsideration of committee action. All readmissions must be reported to the faculty by the Administrative Board.

14. Student Disciplinary Committee

Membership: four appointed faculty members and three undergraduate students registered in the SOE and elected by the Engineering Societies Council. (It is the responsibility of the Committee on Committees to instruct the Engineering Societies Council to conduct this election during the spring term for service in the following academic year).

Responsibilities: To conduct hearings on non-separation offenses under the rules governing student disciplinary hearing procedures.

15. Student Services Committee

Membership: One appointed faculty member and one student from each academic department, and the associate dean of student development for the SOE.

Responsibilities:

- a. To advise the appropriate dean on major policies governing non-classroom student activities including residence education programs and the activities of the SOE student organizations.
- b. To make suggestions to the proper university authority concerning general student concerns.
- c. To review the regulations governing the general conduct of students with reference to current problems of student life.
- d. To hear individual complaints in non-academic matters about actions of faculty members, administrative officers, and non-academic personnel.
- e. To review and to make recommendations with respect to the adequacy of the Career Counseling and Placement Services, the Student Health Center, Food Services,

¹ *Bioresource Engineering* is changing to *Bioenvironmental Engineering* effective AY 2007-08

Library, Psychological Counseling, Bookstore Services, Housing, and Business Office, and with respect to such other services as may be of interest to students.

f. To establish and to review on a continuing basis the policies under which scholarship funds and other forms of student aid are administered.

g. To examine applications, seek applicants, and recommend awards for all forms of financial aid.

16. University Advisory Resource Pool

Membership: At least four faculty members selected one each year, during the spring term by and from the Rules of Procedure Committee under the direction of the Committee on Committees.

Responsibilities: Assist students in preparing and presenting their case, or to present the case for the university under the university student disciplinary hearing procedures.

17. University Hearing Board

Membership: one faculty member elected by each academic department and one student elected by the department student body. Elections are held in the spring term for service during the following academic year.

Responsibilities: To serve as member of a hearing panel as part of university student disciplinary procedures.

18. Department Committees

In each academic department there is a department committee composed of all of the departmental faculty members plus students with voting privileges. The number of student members shall be approximately one-third of the number of faculty members eligible to vote in the engineering faculty. The minimum number of student members shall be three: one senior, one junior, and one graduate student. Additional representatives shall be elected in the sequence -- senior, junior, graduate. Where there are no undergraduates, three or more graduate students may serve.

Responsibilities for conducting the elections of student members shall be with the student branches of the professional societies where they exist. Sophomores, juniors, and graduate students are eligible to vote for nominees in their own class. Each department chairperson is responsible for initiating student elections.

Department committee meetings are closed to non-members, but every department shall conduct at least one open forum meeting each semester at which students may express their opinions.

VI. DEPARTMENTS AND OTHER UNITS OF THE SOE

A. The departments of the School of Engineering are as follows:

1. Biomedical Engineering
2. Chemical and Biochemical Engineering
3. Civil and Environmental Engineering
4. Electrical and Computer Engineering
5. Industrial and Systems Engineering
6. Materials Science and Engineering
7. Mechanical and Aerospace Engineering

B. Other units are as follows:

1. Bioresource Engineering¹ is a program administered jointly by the School of Environmental & Biological Sciences (SEBS) and the SOE.

2. The Department of Technical Services provides support for instruction and research by operating the computer laboratory and duplicating and mailing.

3. The Bureau of Engineering Research provides coordination and services personnel who are conducting research in any of the other departments and whose salaries are paid by grants and contracts.

4. Any additions or deletions from the above shall be made in accordance with Article VII.

C. Membership: For purposes of these bylaws, a "member" of a department is construed as a member of the faculty in that unit with the rank of instructor, or its equivalent, or above.

D. Departmental Bylaws: Each department shall prepare a set of departmental bylaws, written in accordance with university regulations and the bylaws of the SOE. A copy of the bylaws, and all subsequent amendments, shall be placed in the Office of the Dean no later than six months after the adoption of these bylaws. These bylaws shall encompass at least the following matters:

1. Membership. There shall be definitions of membership in the department consistent with the principle that academic policy should be primarily the responsibility of those engaged in teaching, research, or administration.

¹ *Bioresource Engineering* is changing to *Bioenvironmental Engineering* effective AY 2007-08

2. **Voting Membership.** There shall be a definition of voting membership in the department bylaws that shall include its tenured and tenure-track faculty members and those members who have more than fifty percent of a School of Engineering line budgeted in the department. For faculty members with split or joint appointments between two or more departments or academic units, it shall include those faculty members for whom the department is their primary one (i.e., the department that processes their personnel actions) and those members who prior to the date this paragraph was accepted as an amendment by the SOE faculty held fifty percent or more of an SOE line budgeted in the department. Other members can be granted voting rights, on a case-by-case basis, by a simple majority vote of the voting membership of the department, based on substantial involvement in the department.

3. **Meetings.** There shall be not less than two regular meetings per year at which reports are heard and policy decisions are made or confirmed.

4. **Officers and Committees.** There shall be lists of officers and committees, a statement of the method of appointment, and a description of their principal rights and duties.

5. **Appointments, Promotions, and Non-reappointment.** There shall be an established procedure for all tenure members of appropriate rank to meet and to vote upon these matters.

6. **Balloting.** There shall be a provision for secret balloting on the call of any member.

E. Chairperson. The rights and duties of the chairperson are outlined in section 50.1.7 of the University Policy Library, and are directly applicable to those departments whose budgets are administered by the SOE.

The chairperson shall have general administrative responsibility for the program of the department, plan with the department members a progressive program for the department, evaluate continuously the instructional, research, and administrative processes of the department, and make appropriate recommendations to the dean. The chairperson shall periodically evaluate members of the department, and report these evaluations as required on consultation with the members of the department on indefinite tenure to recommend appointments, reappointments, promotions, and dismissals. The chairperson shall see that adequate supervision, advice, and training are afforded new members of the department and other members who might profit thereby and generally promote the effectiveness of the department, school, and university by every appropriate means.

F. Eligibility to Serve as Chairperson

Any tenured member of the department who is a professor or associate professor is eligible to serve as chairperson, provided that he or she is a voting member of both the SOE and the department in question.

G. Term of Office of Chairperson

1. The term of office of the department chairperson shall be three years. If, during the term of office, a chairperson is on leave, that time shall be counted as part of the term.

2. If it is necessary to appoint an acting chairperson for a term longer than six months, the dean shall consult with all voting members of the department concerned on the selection of an acting chairperson as outlined in Section VI.I below.

3. During the second semester of the academic year prior to the expiration of the term of the chairperson, or in the event of a vacancy, the process outlined in (I) below will be initiated for the appointment of a department chairperson.

H. Eligibility to Vote for Nomination of Chairperson

1. Only tenured and tenure track members of a department above the rank of instructor, and other members, who occupy more than fifty percent of an SOE IDR budgeted line above the rank of instructor, shall be entitled to participate in the ballot, subject to limitations of the following sections, and provided that no member of a department shall ordinarily participate in ballots in more than one department.

2. Members of a department, whose service to the department are terminating at the end of the academic year in which a ballot is conducted, shall not participate in the nomination of a department chairperson.

3. An assistant professor who has been given a one-year terminal appointment for the coming year shall not participate in the nomination of a department chairperson at any time after notification of such appointment.

4. Members of a department on leave of absence and otherwise eligible may participate in the nomination of a department chairperson, provided that the leave does not exceed one year and provided that the nomination process is completed by May 1st preceding the academic year in which the vacancy is to occur.

I. Procedures for the Appointment of Department Chairs

1. Department chairs are appointed by the dean on the recommendation of the faculty, conveyed via a department-wide confidential vote.
 2. An election committee, elected by the department faculty, will solicit candidacies, administer the election and will report at least the ranking of the candidates back to the faculty at the same time as they are communicated to the dean.
 3. In those cases when the decanal prerogative of not following the recommendation of the faculty is exercised, the dean shall provide adequate explanation to both the members of the department and to the EVPAA.
-

VII. AMENDMENTS

These bylaws may be amended at any regular meeting of the faculty. Amendments may be initiated by the Rules of Procedure Committee or by any voting member of the faculty of the SOE who submits a proposed amendment in writing to the committee. The committee shall have up to two months to study such proposals and, if approved, transmit the written text of the proposed amendment clearly marked with the changes, additions and omissions to the faculty secretary for distribution to the faculty at least two weeks prior to a regular faculty meeting.

After approval by the faculty, the chairperson of the Rules of Procedure Committee shall transmit the amendment to the faculty secretary who will then distribute the revision to all faculty members. The dean shall transmit the amendment to the EVPAA for final approval.

Adopted by Engineering Faculty 2/77

Amended and approved 5/11/77, 4/22/87, 4/24/92, 2/9/07

Merger of MMS faculty to CBE & CME 1995

Board of Governors approved COE named change to SOE 6/11/99

Approved 2/9/07

The Edward J. Bloustein School of Planning and Public
Policy - By Laws

BY-LAWS OF THE EDWARD J. BLOUSTEIN SCHOOL OF PLANNING AND PUBLIC POLICY

Rutgers, The State University of New Jersey

Article I. PREAMBLE

These by-laws, prepared and adopted by the faculty of the Edward J. Bloustein School of Planning and Public Policy, effective September 30, 2001, and any subsequently adopted changes and amendments, are intended to govern the affairs of the school in accordance with the several articles that follow. These provisions shall not be suspended except by way of the amending procedure specified in Article VIII. The by-laws, and any amendments thereto, shall be consistent with all currently applicable sections of University Regulations and Procedures. In the event of any conflict or inconsistency, the University Regulations and Procedures shall prevail.

The Edward J. Bloustein School of Planning and Public Policy was established in the 1992 school year. Most of the units within the school moved into the Civic Square Building in 1995, and several new centers were established within the school since its creation and the move into its current quarters. On July 13, 2001, the university's Board of Governors approved a strategic plan of the school, which reorganized the faculty from three distinct academic departments into one school-wide faculty, to better implement the newly adopted mission of the school, which is:

“The Bloustein School is committed to a rebirth of the public-service ethic in the United States. The ethic focuses on good civic design in its broadest sense—encompassing such endeavors as housing, transportation, workforce development, public health, economic development, ecological balance, and social justice for the disadvantaged. The ethic strives for a scholarly atmosphere that is inspirational, creative, productive, and personally fulfilling. The ethic reaches to the larger world beyond academia—that is, to community, state, national, and international clientele.

Edward J. Bloustein—Rutgers' president, constitutional scholar, active citizen, philosopher, and teacher—lived a life of civic engagement that the school's ethic seeks to perpetuate. Research, teaching, and outreach at the Bloustein School aim for intellectual originality and practical rigor in an atmosphere of spirited and open debate. Bloustein activities are rooted in diversity of experience and thought. They create settings where individuals and communities can flourish.

The Bloustein ethic strives to improve the quality of public discourse by producing ideas and measures that have impact. The Bloustein ethic engages those who do their jobs not just honorably, but with a passion for their work that alters their surroundings. The Bloustein School seeks to foster new research and thinking that achieve both scholarly recognition and public acceptance.”

These new by-laws were prepared and adopted to reflect the new mission and academic organization of the school.

Article II. OFFICERS

A. Dean

As provided in University Regulation 2.41, the dean shall be the principal officer of the school and shall lead the faculty and staff in the creation of effective programs of instruction, research, service, and student development.

B. Associate and/or assistant deans

The dean may appoint such associate and/or assistant deans to provide such assistance and advice as he/she may seek. The duties and responsibilities of associate and assistant deans shall be those delegated by the dean.

C. Program and center directors

Directors of academic programs and research centers in the school are normally appointed by the dean, in consultation with program and center faculty, for three-year terms, with opportunity for reappointment.

Article III. CONGRESS

- A. The Bloustein School has created a Congress to discuss and make recommendations regarding school-wide matters. In collaboration with the office of the dean, it reviews annually the goals and measurements of the school's achievement and education programs. It reviews the dean's annual report and the school's accomplishments in light of its mission. The Congress also considers school-wide concerns, such as quality of life and multicultural issues.
- B. The Congress shall be comprised of all full-time faculty and staff members of the school, all of whom shall vote on proposals brought before it. All students shall be permitted and encouraged to participate in discussions, but shall be non-voting.
- C. The Congress shall annually at its spring meeting elect a secretary to lead the meetings of the Congress for the following academic year.
- D. Administrative-clerical staff members of congress shall elect three administrative-clerical staff members to the school's Steering Committee (see Article VII).
- E. The congress shall meet once per semester with two-weeks prior notice given. The dates of the meetings are to be determined by the dean and the secretary of the congress.

Article IV. FACULTY COUNCIL

A. Duties and Powers of the Faculty

Under the president of the university, the faculty shall have jurisdiction over academic matters within the School of Planning and Public Policy as follows:

1. Establishing the requirements for admission into the school.
2. Establishing the requisite curriculum for its academic work and providing a schedule of classes.
3. Encouraging the research work of faculty members and students.
4. Overseeing the personnel procedures for recruitment, hiring, promotion, and merit salary increases.
 - The school's reappointment and promotion process shall be in conformance with that of the university (specifically, the Academic Reappointment/Promotion Instructions) and shall include the following levels of review: reading committee, school-wide faculty, A&P committee, and dean. Candidates for tenure and promotion to associate professor, professor I or II will also be reviewed by the university-wide Promotion Review Committee.
 - The school's reading committee for each candidate for reappointment and promotion shall be comprised of all of the appropriately-ranked faculty members in the candidate's program for whom the program is their primary program (i.e., tenured for associate professors, professors I and II for professors I, and professors II for professors II). The dean may, in consultation with the program director, appoint additional faculty members to the reading committee. The reading committee shall assess the candidate's scholarship, teaching, and service and shall submit a written or

verbal report of this assessment to the faculty members participating in the peer review of the candidate.

- No faculty member who serves in any given year on the school's Appointments and Promotions Committee may vote on candidates that year at the peer faculty level.
5. Adopting regulations regarding attendance, conduct of examinations, grading, scholastic standing, and other appropriate matters.
 6. Setting the requirements for degrees.
 7. Recommending through the President to the Board of Governors those candidates who have fulfilled the degree requirements.
 8. Adopting regulations regarding its own procedures.
 9. Advising the dean on policies assuring the quality of the academic and research programs
 10. Electing members for the Steering Committee (see Article VII).
 11. Reviewing entry and exit of centers and academic programs into/ from the school.

B. Faculty Membership

1. Members of the faculty of the Edward J. Bloustein School of Planning and Public Policy shall include:
 - The president of the university and/or university vice president for academic affairs of the university.
 - The dean and associate deans of the school.
 - Full-time (e.g., not PTLs) tenured and tenure-track faculty members, including professors, associate professors, and assistant professors; lecturers and ranks of research faculty equivalent to those in tenured and tenure-track positions.
 - Such other officers of the university as the faculty may designate.
 - Visiting and professors emeriti.
 - The school also includes a number of associate faculty, tenured in other departments of the university, but who participate in the instructional and research activities of the school.
2. Voting Members of the Faculty Council

The faculty of the Edward J. Bloustein School of Planning and Public Policy constitute a school-wide Faculty Council for governing purposes. Voting members of the Edward J. Bloustein School of Planning and Public Policy's Faculty Council shall include all full-time faculty members (e.g., not PTLs) who occupy forty-nine (49) percent or more of a faculty line in the school and/or are tenured or tenure-track in the school (including faculty members on leave) at the rank of professor, associate professor, assistant professor, lecturer, instructor, or equivalent ranks of research faculty. Consistent with university regulations, no member of the faculty may vote on personnel matters except in the school in which he/she is tenured or tenure-track. Faculty members not tenured nor in a tenure-track position in the school may be granted voting rights in the deliberations of the Council, but may not vote on personnel matters.

3. The Faculty Council reports to the dean through the associate dean of the faculty.

C. Meetings of the Faculty Council

The Faculty Council is the governing forum of the Bloustein School faculty.

1. Regular Meetings

At least three meetings of the Faculty Council shall be held each academic year in mid-October, mid-February, and late April, at the call of the dean. In addition to the regular business of the faculty council and at the request of the chair, the dean shall deliver a report each semester on academic and faculty matters.

2. Special Meetings

Special meetings of the Faculty Council may be held at the call of the president, the dean or 25 percent of the Faculty Council members. Such meetings shall be called to deal with a particular topic and the call for the meeting will indicate the reason for the meeting. The notice of the meeting will be distributed as far in advance of the meeting as is practical, and not less than 24 hours.

3. Quorum

A quorum shall consist of thirty-three (33) percent of the voting members of the Faculty Council for the current year.

4. Conduct of Meetings

- a. Presiding Officer

The chair of the Faculty Council shall normally preside at all meetings of the Faculty Council unless the dean, president, or the university vice-president for academic affairs is present and wishes to preside. (See Section IIID, 4d for election procedures.)

- b. Order of Business

The chair of the Faculty Council, in consultation with the associate dean of the faculty, shall set the agenda for all meetings in keeping with the business at hand. The tentative agenda, resolutions, and reports for the meeting shall be distributed not later than one week prior to the meeting date, except in the case of special meetings.

- c. Rules of Order

- 1.) Resolutions, reports, and motions that commit the faculty to any policy position or curriculum change must be submitted to the Faculty Council chair at least ten days before the meeting so that copies can be distributed to each member of the faculty at least one week before the meeting at which action is contemplated.

- 2.) Motions and resolutions involving policy and curriculum changes that have not been circulated in written form one week prior to the meeting may be presented at the meeting with common consent of the faculty for debate only. Action must be deferred until the next meeting of the Faculty Council or voted on by mail ballot.

- 3.) A mail ballot shall be ordered on any questions, before the final vote shall have been taken, at the request of one-third (1/3) of the voting members present. A motion requesting a mail ballot shall take precedence over a call for a question.

d. Election of Chair

The chair of the Faculty Council shall be elected in April for the following academic year by the members of the Faculty Council for a term of two years and shall be eligible to succeed him or her self at the pleasure of the faculty. The duties of the chair shall be to preside over meetings of the Faculty Council, keep a record of all actions taken by the faculty, distribute a copy of the minutes of faculty council meetings to each faculty member and school officer, and to such administrative offices of the University as may be indicated, to maintain an up-to-date copy of school by-laws and university regulations, to handle all pertinent faculty correspondence, and to chair faculty personnel meetings.

D. Committees of the Faculty Council

1. Structure

a. Standing Committees

There shall be standing committees of the Faculty Council as specified in Section 2 below.

b. Select Committees

The dean may at any time establish committees ad hoc for specific purposes.

c. Membership

1) The dean, in consultation with the chair of the Faculty Council and the Steering Committee, shall prepare annually a roster of appointed members of standing committees and distribute the list to all Faculty Council members. The newly appointed committees shall become operative with the beginning of the academic year.

2) Except as otherwise directed in the by-laws, all faculty are eligible for committee membership. The dean or faculty shall elect or appoint Bloustein School degree students, in consultation with the student governing association, or other persons as ex officio members to all committees, except the Appointments and Promotions Committee.

3) All student members shall be degree students in the Bloustein School. Students shall not have access to confidential personnel or student records nor shall they participate in discussions regarding the admission or academic standing of individual students.

4) It is the duty of all committee members to attend meetings in person. No other person may attend in their place.

d. Terms of service

Members of committees should not normally be appointed, or elected, to the same committee for longer than three consecutive years. However, an effort should be made to ensure continuity in each committee's work. Elections of committee members will be conducted by the Faculty Council and terms within each committee will be for staggered two-year terms. Students appointed to committees shall serve for one year.

e. Ex Officio membership

All members of committees serving ex officio shall be nonvoting members.

f. Officers

The dean shall designate the chairperson of all appointed committees. Committees with a majority of elected membership will elect their own chairpersons at the first meetings of the committee called by the appointed chairperson pro tem.

g. Records and reporting

The official records of each committee except as noted below shall consist of the report presented to the faculty minutes. The records of the Committee on Appointments and Promotions are confidential and shall be for the use of the dean and the committee only. These shall be submitted to the dean and no committee members shall retain a copy of such reports. Each committee is expected to report at least annually to the faculty and/or to the dean.

2. Standing Faculty Council Committees

a. Admissions, Recruitment, and Scholastic Standing

- Establishes admissions and scholastic standing criteria and student recruitment procedures. Recommends to the full Faculty Council all candidates for degrees.
- Annually reviews the performance of the programs in admissions to the programs, students' progress to degree, and placements of graduates.
- Committee membership is four faculty members, elected by Faculty Council for two-year terms representing the four program areas, and the program directors. Ex officio members include students (selected by the dean in consultation with the student governing body), and the Student Services Coordinator.
- The faculty shall prescribe degree requirements for students in the school. No changes in degree requirements may be implemented for a particular class, if such changes will delay the graduation of a student who is continuously registered and making normal progress toward completing degree requirements, or if such change substantially alters the sequence of courses so as to impose an overload or undue hardship on students. In general, a student is guaranteed the right to graduate under the requirements in effect at the time of his/her admission.
- The Faculty Council's Committee on Admissions and Scholastic Standing shall recommend all candidates for graduation to the full Faculty Council.

b. Appointments and Promotions

- Advises the dean on appointments, reappointments, promotions, retirements, or personnel procedures generally. Also serves as the school's Committee of Review to 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. Faculty search committees shall include faculty members within the program area of research and teaching for which a candidate is being sought.
- Committee membership consists of four to eight faculty members: the committee chair and additional faculty members as appointed by the dean. When possible, at least three of the committee members shall be members of the faculty of the school. The Appointments and Promotions Committee can function in disciplinary sub-committees. Committee membership shall be limited to faculty with tenure. Should promotions to Professor II be considered, then all PII members of the school shall form this committee.

c. Curriculum

- Addresses issues in Ph.D., MCRP, MCRS, MPP, MPAP, and the undergraduate majors curriculum policy and in the integration of the curricula. Considers and approves proposals from the programs for curricular changes and new courses and title changes, and works with the associate dean for masters and professional programs to improve articulation among the master's and the continuing education programs of the school.
- Committee membership consists of nine faculty members: the chair appointed by the dean, the four program chairs, and one faculty member elected by Faculty Council for two-year terms from each of the four program areas. The associate deans of the faculty and of the master's and professional programs and students, selected by the dean in consultation with the student governing body, shall serve as ex officio members of the committee.

E. Representatives and Delegates

1. University Senate

a. Membership

The allocated number of faculty delegate(s) of professorial rank shall be elected by the Faculty Council for a three-year term to represent the faculty in the University Senate.

b. Responsibilities

The delegate(s) shall report all Senate actions to the Faculty Council on a regular basis, determine the opinion of the faculty on questions before the Senate, and represent the faculty at all Senate meetings.

2. New Brunswick Faculty Council

a. Membership

The allocated number of delegates of professorial rank shall be elected by the Faculty Council for a two-year term to represent the faculty in the New Brunswick Faculty Council.

b. Responsibilities

The delegates shall report all New Brunswick Faculty Council actions to the faculty on a regular basis, determine the opinion of the faculty on questions before the New Brunswick Faculty Council, and represent the faculty at all New Brunswick Faculty Council meetings.

Article V. ACADEMIC PROGRAMS

A. Academic programs are responsible for the following:

- Conducting instruction
- Admission of students to the program
- Advising students
- Monitoring students' progress to degree
- Recommending curriculum to the Faculty Council

- B. The school's academic programs shall be organized around the following four areas:
- Undergraduate programs
 - Public Policy Program
 - Urban Planning and Policy Development Program
 - Ph. D. Program
- C. Faculty members shall request of the dean and director a program with which to affiliate as their primary program, which includes teaching, advising, and curriculum responsibilities. To increase the integration in teaching as well as service and research in the Bloustein School, faculty members shall also request secondary program(s) with which to affiliate, which includes at a minimum participation in faculty meetings of that program.

Primary programs include the two master's programs (Public Policy and Urban Planning and Policy Development) and the undergraduate program. The Ph.D. program can only be a secondary program selection. Faculty member duties in the Ph.D. program include being in the roster of examiners and/or serving on dissertation committees.

Article VI. RESEARCH AND PUBLIC SERVICE CENTERS

- A. Research Centers at the Bloustein School are responsible for the following:
- Conducting research, and facilitating research opportunities for students
 - Engagement in service activities
- B. The school includes six research and public service centers, representatives of which participate in the school's governance structure:
- The Center for Government Services
 - The Center for Negotiation and Conflict Resolution
 - The National Center for Neighborhood and Brownfields Redevelopment
 - The Alan M. Voorhees Transportation Center
 - The Center for Urban Policy Research
 - The John J. Heldrich Center for Workforce Development
- C. The dean, in consultation with the appropriate center and program directors, may appoint faculty members to be affiliated with centers for one- to three-year terms.
- D. Upon recommendation of a program faculty, the dean may designate center staff as faculty fellows (non-faculty school staff members who participate in the academic programs) in that program.

Article VII. STEERING COMMITTEE

- A. The Bloustein School's Steering Committee shall provide advice to the dean on long-range planning, budget, and finance matters, on research centers and academic program issues and interactions among the legislative bodies and their constituents. It will also assist the dean to respond to funding opportunities.

B. Membership

The Steering Committee shall consist of the following:

- Dean
- Associate deans
- 4 program directors
- 3 center directors (appointed by the dean)
- 4 faculty members including 2 senior and 2 junior members (elected by Faculty Council)
- 3 administrative-clerical staff including 2 administrative professional and 1 clerical (elected by administrative and clerical members of Congress)
- 4 students, including 1 Ph.D., 1 public policy masters, 1 urban planning and policy development masters (appointed in consultation with the student governing body), and 1 undergraduate student (selected in consultation with the undergraduate organizations)

C. Meetings

The committee shall meet 6 – 8 times annually.

D. Committee Chair

The chair of the Steering Committee shall be elected by the members of the committee for a one-year term at its annual organizational meeting.

E. Minutes of the meetings shall be distributed to the entire school.

F. Rules of Procedure Committee

The chair of the Steering Committee shall appoint a Rules of Procedures Committee that recommends to the faculty and dean rules of procedure for the operation of the school and rules on procedural issues that arise in the course of the school's business. It solicits faculty interest in serving in elected committee positions and submits names of all those interested as nominees to the faculty for final election. It also maintains a systematic record of school policies and decisions affecting the operation of the school.

G. Elected committee members shall serve two-year staggered terms.

Article VIII. AMENDMENTS

- A. Amendments to Article IV (Faculty Council) of these by-laws may be initiated by the Rules of Procedure Committee or by any member of the Faculty Council and must be submitted in writing to the chair of the Faculty Council. The chair of the Faculty Council shall distribute copies of all proposed amendments to all voting members of the Faculty Council at least two weeks before the meeting at which action is contemplated.
- B. Amendments to all articles of these by-laws other than Article IV may be initiated by the Rules of Procedure Committee or by any member of the Congress and must be submitted in writing to the secretary of the Congress. The secretary shall distribute copies of all proposed amendments to all voting members of the Congress at least two weeks before the meeting at which action is contemplated.

Article IX. STATUS OF BY-LAWS

These by-laws shall become permanent upon an affirmative vote of a majority of the faculty by mail ballot submitted to all eligible voting members.

School of Social Work
By Laws

BYLAWS OF THE SCHOOL OF SOCIAL WORK

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

PREAMBLE

The School of Social Work is a professional degree-granting school located within Rutgers—The State University of New Jersey. It offers doctoral, masters and baccalaureate degree programs as well as programs in professional development, community services, and research. The School maintains programs on all three Rutgers University campuses – Newark, New Brunswick and Camden – as well as offering courses and workshops off campus across the state of New Jersey. In cooperation with the Graduate School New Brunswick, the School offers a Doctor of Philosophy in Social Work degree (Ph.D.) and Masters of Social Work (M.S.W.) degree. A Bachelor of Arts degree (B.A.) with a major in social work is offered on the New Brunswick and Camden campuses in conjunction with School of Arts and Sciences in New Brunswick and the Faculty of Arts and Sciences in Camden. **The School of Social Work is established both through regulations of Rutgers University and statutes of the New Jersey legislature.**¹

Article 1

1.1 Purpose

These Bylaws have been adopted by the Faculty of the School of Social Work. They are intended to govern the affairs of the School in accordance with the Regulations governing Rutgers University. In the event of any inconsistency or conflict between these Bylaws and the regulations governing Rutgers University, University regulations shall prevail. Where necessary, the Rules of Procedure Committee of the School of Social Work shall provide temporary rules while final rules are being drafted and considered.

Article 2

Dean of the School

2.1 Selection of the Dean

The Dean is the academic leader and chief administrative officer of the School of Social Work. The Dean is appointed by the Board of Governors, upon recommendation of the President. The President normally shall appoint a search committee and consult, either directly or through a designee, with faculty in formulating a recommendation.

2.2 Duties of the Dean

The Dean is charged with the supervision of the administration of the School to ensure that such

administration is carried out in accordance with the policies of the University. The Dean shall provide overall direction to the School and shall lead the faculty and staff in the creation and implementation of effective programs of instruction, research, service and student life.

In the execution of these responsibilities, the Dean shall review the academic programs and the student life program of the School and shall develop with the advice of appropriate officers the overall asking and working budgets for the School. See University Regulation 1.2.3.

Specifically, the Dean shall:

- Provide overall direction for the faculty for the planning, creation, and implementation of effective programs of instruction, research, service, and student life;
- Provide leadership to the faculty in carrying out its responsibilities;
- Take responsibility for fiscal planning and administration of the School's budget in consultation with appropriate University officers;
- Supervise the personnel of the School, including but not limited to those charged with faculty workload implementation, course scheduling and monitoring, and maintenance of personnel and fiscal records necessary for the proper exercise of these responsibilities and in fulfillment of contractual obligations;
- Recommend faculty appointments, reappointments, and promotions in accordance with University Regulations
- Coordinate the academic activities and student life of the School with other deans of the University;
- Ensure that the academic decisions of the faculty and the School's officers are carried out within the limitations of the School's fiscal restraints, the University regulations, policies and procedures, and that the Regulations of the University are adhered to by all members of the School community;
- Appoint chairs of committees;
- Appoint and define the duties and responsibilities of the Associate Deans, Directors of the Doctoral and Master's Programs, Assistant Deans, Field Education personnel, and other staff of the School; and,
- Serve as an ex officio voting member of all committees within the School.

Article 3

Faculty

3.1 Membership

Faculty of the School of Social Work shall include the President of the University, the University Vice President for Academic Affairs, and the following officers of the University: the Dean, the Associate Deans, the professors, the associate professors, the assistant professors, the lecturers and instructors who have served at least one year, and members of research and

extension staff of the School of the equivalent rank and service. These constitute the voting members of the faculty. Other officers and School personnel may be invited to faculty meetings and may take part in the discussion but shall not vote.

3.2 Faculty Duties and Powers

The faculty shall have jurisdiction over academic matters in the School, including:

- Determining any additional requirements for admission that are deemed necessary for entrance into the School;
- Setting up the requisite curricula for academic work and providing for the sequence of courses;
- Adopting additional regulations regarding attendance, conduct of examinations, grading, scholastic standing and honors in course, and other appropriate matters;
- Determining specific requirements for degrees in keeping with established University standards;
- Recommending for degrees through the President to the Board of Governors, those candidates who have fulfilled the requirements for the appropriate degrees;
- Adopting regulations governing faculty procedures, consistent with University Regulations and with the policies of the Board of Governors and the University;
- Proposing through the Senate and the President amendments to University Regulations to be adopted by the Board of Governors. See generally University Regulation 2.1.3A.

Article 4

Meetings of the Faculty

4.1 Regular Meetings

Faculty meetings shall be presided over by the Dean, or in the absence of the Dean, by the Dean's designee. Faculty meetings shall be scheduled and announced by the Dean during the first week of the academic year. Meetings may be canceled by the Dean, but the faculty shall meet at least once a semester.

4.2 Special Meetings

Special meetings may be held at the request of the President or of the Dean. The Dean shall call a special meeting of the faculty on the written request of twenty-five percent (25%) of its members. Unless there is an emergency, special meetings shall not be convened less than seven (7) days after the call for a special meeting has been received by the Dean. Resolutions shall be transmitted by those proposing to make them to the Dean and faculty members in advance of any such meeting. The agenda and discussion of the faculty shall be limited to such resolutions.

4.3 Presiding Officer and Rules of Order

The Dean of the School shall chair the meetings of the Faculty. In the absence of the Dean, the Associate Dean or other designate of the Dean shall preside. Annually, the Dean shall appoint a Parliamentarian to provide parliamentary advice and to rule on all parliamentary questions. Roberts Rules of Order, in the latest edition, shall govern faculty meetings except as modified by these Bylaws. The agenda for regular meetings shall be prepared and circulated at least two days prior to those meetings. Agendas of faculty meetings may be modified at a faculty meeting as provided in Roberts Rules of Order.

4.4 Minutes

Faculty members are responsible for taking minutes of these meetings on a rotating basis. Where possible, minutes of a faculty meeting shall be distributed at least two days prior to the next faculty meeting. There shall be a book of minutes of proceedings, to be kept in the Dean's office and maintained by the Dean's office staff.

4.5 Quorum and Voting Procedures

All resolutions and motions which shall commit faculty to any policy position must be submitted to the Dean in sufficient time so that a copy can be sent to all faculty at least 24 hours prior to any meeting where such resolutions and motions shall be considered. A quorum shall consist of a simple majority (one-half plus one), of all School faculty not on academic or other leave. The Dean shall compute and announce the required number for a quorum at the first faculty meeting of each semester.

Motions or resolutions which have not been circulated to faculty in accordance with this requirement may only be made and debated at a regular faculty meeting if two-thirds of the voting members present concur, and will require a two-thirds majority for adoption. Any member of the faculty may call for a secret ballot on any motion or resolution, and such call must be honored.

Article 5

Standing Committees

5.1 Standing committees are those committees that remain in existence despite periodic change in membership; they are designated by University regulations and/or by the faculty with the advice of the Rules of Procedure Committee. Standing committees do not make final decisions; rather they formulate recommendations to the Faculty (or in the case of the Doctoral Executive Committee to the Doctoral Faculty) and/or the Dean. The Faculty shall have the following standing committees: Committee of Review, Advisory Committee on Appointments and Promotions, Professor II Peer Review Committee, Rules of Procedure Committee, Committee on Admissions Policies, Doctoral Program Executive Committee, and Curriculum Committee, and Dean's

Advisory Committee. Nominations and elections shall be supervised by the Rules of Procedure Committee, and shall be by secret ballot unless the faculty indicates otherwise. Normally, elections to open committee positions will be held at the first faculty meeting of each academic year. All ballots and vote tallies shall be retained by the Chair of the Rules of Procedure Committee for a period of at least one year and shall be available for inspection by faculty members upon written request within ten days.

- 5.11 All committee chairs are appointed by the Dean. Committee members may be elected or appointed, depending upon University regulations and these Bylaws.
- 5.12 Each committee shall have a charge which specifies its areas of responsibility, maintain minutes of all meetings, and make those minutes available in the Office of the Dean for review by any member of the Faculty. Committee recommendations are passed on to the full faculty or doctoral faculty and/or the Dean for final action as appropriate.
- 5.13 In order to assure each committee freedom to proceed as it sees fit, procedural matters are left to the discretion of the committee unless existing University or School rules provide otherwise.
- 5.14 All faculty members are expected to engage in committee service. To provide for an equitable distribution of committee tasks, whenever possible, faculty shall serve on no more than two (2) committees except when committee membership is required by virtue of a faculty position, such as chair of a specific committee or program.
- 5.15 Students shall serve as members of faculty committees as specified by University regulations or these Bylaws. Unless otherwise specified, students will serve with voice, but not vote on these committees. Students will be appointed by the Dean upon nomination by the student association. No student shall serve on more than one faculty-student committee and must be in good academic standing to be appointed.
- 5.16 Ex officio members of a committee, where specified, generally serve without vote. The Dean shall be an ex officio member of every committee and shall be a voting member.
- 5.17 A quorum of a committee shall consist of a majority of members eligible to vote on that committee, unless the committee establishes a different quorum and registers it with the Chair of the Rules of Procedure Committee and the Dean.
- 5.18 Unless otherwise specified, terms of committee membership shall be for two (2) academic years, from September 1st to June 30. Temporary committee vacancies shall be filled when possible by whomever received the next highest number of votes for that position. If this is not possible, the Chair of the committee in consultation with the Dean and the remaining members of the committee will select a temporary replacement until the vacating member returns or new elections are held. A member's term of office may not be extended or altered as a result of his or her absence from the committee.

5.2 Committee of Review

The purpose of the Committee of Review is to counsel and advise faculty members who seek advice regarding any problem affecting their status as members of the University. The Committee, which has advisory powers only, may also make suggestions regarding personnel matters to the administrative officers. It may report to the Dean of the School, the President, or the Board of Governors, and may in its discretion make reports also for the information of the faculty. University Regulation 2.1.2B(3).

5.21 Membership

The Committee of Review shall consist of four faculty members, two elected by the faculty and two appointed by the Dean. Committee membership shall be limited to faculty with indefinite tenure.

5.3 Advisory Committee on Appointments and Promotions

The purpose of the Advisory Committee on Appointments and Promotions (A&P) is to advise the Dean as to appointments, reappointments, promotions, retirements, or personnel procedures generally. In the case of appointments, reappointments, or promotions into and within the tenure ranks, the recommendations of the committee shall also be forwarded by the Dean to the University's Promotion Review Committee,² pursuant to University Regulation 2.1.2B(4).

5.31 Functions

The functions of the A&P Committee shall include, but are not limited to:

- Reviewing the performance of tenure-track Faculty under consideration for promotion and/or tenure and formulating recommendations to the Dean regarding such promotion;

5.32 Membership:

The Appointments and Promotions Committee shall consist of from three to six faculty members, all appointed by the Dean. At least one of the committee members shall be a member of the Faculty of the School of Social Work. Committee membership shall be limited to faculty with indefinite tenure.

5.33 Meetings

This is an ad hoc committee, which will meet as needed.

5.4 Professor II Peer Review Committee

The purpose of the Professor II Peer Review Committee is to review the performance of faculty

under consideration for the rank of Professor II, according to University Regulations and the Academic Reappointment /Promotion Instructions.

5.41 Membership

All faculty at the rank of Professor II at the School shall be members of this Committee. If they number fewer than six in total, the Dean shall request the service of sufficient faculty at the Professor II level in related fields in other units of the university to bring the Committee total to six members.

5.42 Meetings

This is an ad hoc committee. There may be more than one ad hoc committee during the course of any given promotion cycle. Each Professor II candidacy may have a different set of faculty from outside the School serving as ad hoc members, at the Dean's discretion.

5.5 Dean's Advisory Committee (This serves as the Planning Committee called for in University regulations)

The purpose of the Dean's Advisory Committee is to advise the Dean regarding matters pertaining to the long range planning for the school, pursuant to University Regulation 2.1.2(5).³

5.51 Functions

The functions of the Dean's Advisory Committee shall include, but are not limited to, the following:

- Advising the Dean on program priorities for resource allocation in the area of teaching, research, and service;
- Advising the Dean regarding long range planning (3 to 5 years) for the School in the areas listed in above.

5.52 Membership

The Dean's Advisory Committee shall consist of: the Dean (Chair), the Associate Deans, the Directors of the Ph.D. MSW, and BASW Programs, and the Director of the Institute for Families. In addition, there shall be two elected faculty members.

5.6 Rules of Procedure Committee

The purpose of the Rules of Procedure Committee is to serve as an advisory and record-keeping body regarding School and University policies and procedures.

5.61 Functions

The functions of the Rules of Procedure Committee include but are not limited to the following:

- Recommending to the faculty and the Dean rules of procedure for the operation of the School;
- Ruling on procedural issues that arise in the course of the School's business or at its regular meetings in accordance with Roberts Rules of Order, University Regulations and University Policy and Procedure;
- Soliciting faculty interest in serving in elected committee positions and submitting the names of interested parties as nominees to the faculty for final election.
- Informing the Faculty and the Dean of any proposals for the creation of new committees and the renewal of ad hoc or subcommittees;
- Maintaining a systematic record of school policies and decisions affecting the operation of the School.

5.62 Membership

The Rules of Procedure Committee shall consist of four (4) faculty members, two (2) appointed by the Dean and two (2) elected by the faculty.

5.7 Committee on Admissions Policies

The purpose of the Committee on Admissions Policies is to review and reaffirm or propose modifications to the admissions criteria for the MSW program on an annual basis.

5.71 Functions

The functions of the Committee on Admissions Policies shall include, but are not limited to:

- Reviewing admissions statistics and advising the Dean and Director of Student Services on issues related to applications and enrollment trends;
- Providing guidance to the Dean and Director of Student Services on policy matters related to admissions standards;
- Providing guidance on issues related to enrollment management, including insuring the diversity of the student body.

5.72 Membership

The Committee on Admissions Policies shall consist of four (4) faculty members. The Director of Student Services shall staff and be an ex-officio member of this committee.

5.73 Meetings

The Committee on Admissions Policies shall meet at least once during each academic year.

5.8 Doctoral Program Executive Committee

The purpose of the Doctoral Program Executive Committee is to monitor, revise/develop and review curriculum and curricular policies for the Ph.D. program in the School.

5.81 Functions

The functions of the Doctoral Program Executive Committee include, but are not limited to, the following:

- Reviewing and developing the curriculum of the Ph.D. program;
- Recommending review and/or action on curricular matters to the Social Work Doctoral Faculty, the Dean; and
- Developing policies governing the recruitment, admission and retention of students in the Ph.D. program, in concert with the Graduate School.

5.82 Membership

The Doctoral Program Executive Committee shall consist of the Dean of the School, the Director of the Doctoral Program, four (4) faculty members appointed by the Dean, one (1) elected faculty member, and two (2) doctoral students (appointed for 1-year terms). Elected faculty shall be nominated and elected by and from the School's full and associate members of the University's Graduate School Faculty. At least four (4) of the five (5) appointed and elected faculty shall be Full Members of the Graduate School Faculty. Students shall be nominated to the Dean by fellow doctoral students and by doctoral faculty and shall be active and in good standing.

5.83 Meetings

The Director of the Doctoral Program shall call a meeting of the School's Doctoral Faculty at least once a semester.

5.84 Sub-committees

The Director of the Doctoral Program and the Executive Committee shall establish subcommittees as they deem necessary to deal with matters related to such issues as curriculum, recruitment, admission and retention, and other issues as may from time – to-time arise.

5.9 Curriculum Committee

The purpose of the Curriculum Committee of the School is to address issues in MSW and BASW curriculum policy, and the integration of the two curricula, as well as issues related to dual degrees

and a combined MSW/Ph.D. option.

5.91 Functions

The functions of the Curriculum Committee include, but are not limited to, the following:

- Conducting an ongoing review and analysis of the goals of the curriculum to assure that the overall MSW and BASW programs are current and consonant with the needs of the field;
- Reviewing course outlines to assure that course goals and objectives, readings, and supplementary materials are consonant with the goals of the curriculum;
- Reviewing and approving new MSW courses;
- Considering additions or changes to the curriculum as initiated by the administration, policy and planning or direct practice discussion groups, or the BA major in Social Work program;
- Considering additions and/or changes to the BA major in social work curriculum.

5.92 Membership

The Curriculum Committee shall consist of the Associate Dean for Academic Affairs, the Director of Student Services, the Director of Field Education, the Directors of the MSW and BASW programs, four (4) elected faculty members, and one MSW student member.

5.93 Sub-Committees

Upon the request of the Dean or the Curriculum Committee chair, this committee will divide into subcommittees to address specific MSW or BASW curricular issues. The appointment of members to subcommittees will be the committee chair.

The Chair of the Curriculum Committee also shall appoint a faculty member to serve as discussion leader for each method. The discussion leader shall convene the group as necessary, but no less than once each semester, to address educational and curricular issues. Recommendations of faculty in the curricular methods shall be presented to the Curriculum Committee and to the Dean by their respective discussion leaders. Communication and coordination between the methods areas is highly encouraged.

Article 6

Ad Hoc Committees, Task Forces and Elected Faculty Positions

6.1 Ad Hoc Committees and Task Forces

To further the work of the School, the Dean may create ad hoc committees and task forces and

appoint members to these bodies. Ad hoc committees and task forces are special bodies established to address a specific topic or problem which requires solution. Ad hoc committees or task forces will be discharged upon completion of their tasks, usually within a year.

6.2 Other Elected Faculty Positions

As needed, faculty will be elected to serve on additional committees or bodies outside the School and have responsibility for reporting back to the faculty. Those committees include, but are not limited to:

6.21 University Senate.

The number of representatives to the University Senate is determined by University regulations. One or more faculty members will be elected to represent the School for a term of three (3) years.

6.22 New Brunswick Faculty Council.

The number of representatives to the New Brunswick Faculty Council is determined by University regulations. Faculty members representing the School of Social Work will be elected for terms of three (3) years.

Article 7

Amendments to Bylaws

7.1 Process of Amendment

These Bylaws may be amended by a two-thirds (2/3) majority vote of the Voting Faculty, upon the recommendation of the Dean or the Rules of Procedure Committee. If the Bylaws are out of compliance with the regulations of the University, the Rules of Procedure Committee shall propose interim changes to the Bylaws to bring them into compliance with University Regulations.

1. The statutory basis for the School is found in the New Jersey Statutory Code:

'18A:65-56. Graduate school of social work

The corporation shall maintain in the university a graduate school of social work to be known as the graduate school of social work.

'18A:65-57. Courses of instruction

The school of social work shall offer courses of instruction in accordance with professional standards in the field of social work for persons preparing to enter this profession. It shall also provide part-time instruction for the benefit of persons already employed as social workers. Its instruction shall be conducted with particular reference to the training of personnel for the public and private social agencies located within the state of New Jersey and serving the people of this state.

'18A:65-59. Programs of research

The school of social work shall establish programs of research in the field of social work to aid in carrying on its program of instruction and to improve the standards of social service in New Jersey.

2. A member of the Advisory Committee on Appointments and Promotions shall not participate in an evaluation of an appointment, reappointment or promotion to a rank higher than his or her own. A member of the Advisory Committee on Appointments and Promotions who participates in the Peer Review of a candidate shall not participate in the Advisory Committee's evaluation of that candidate.

3."Each faculty will promulgate specific criteria and procedures by which the character and number of members of the Planning Committee will be determined to best service the educational unit. Nothing in this resolution shall abrogate the duties or responsibilities of the dean and department chairpersons detailed in University Regulation 1.2.3A and 1.2.4A 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."

The School of Communication, Information and Library
Studies - By Laws

**BY-LAWS OF THE FACULTY OF THE SCHOOL OF
COMMUNICATION, INFORMATION AND LIBRARY STUDIES
RUTGERS UNIVERSITY**

Revised & Corrected, July 1984
Corrected, December 1984
Amended, May 1987
Amended, April 1989
Amended, April 1991
Amended, December, 1991
Amended, May, 2000
Amended, April, 2003

I. PREAMBLE

The School of Communication, Information and Library Studies (SCILS) was established during the 1982-1983 school year, as a result of a merger of the Graduate School of Library and Information Studies (GSLIS) with the School of Communication Studies-- the latter consisting of the Department of Communication and the Department of Journalism and Mass Media. The merger was effected as part of the reorganization of Rutgers, The State University of New Jersey. These by-laws were drafted by a joint committee composed of faculty from the constituent elements of the new School. They were adopted by action of the Faculty of the School on November 29, 1983.

These by-laws are intended to govern the affairs of the School. The by-laws and amendments thereto shall be consistent with University regulations. In the event of conflict or inconsistency, the University regulations shall prevail.

II. MEMBERSHIP IN THE FACULTY

A. Voting members. The voting members of the Faculty shall consist of:

1. The President of the University, the Executive Vice President, the University Vice-President for Academic Affairs, and the Dean of SCILS.
2. Full-time professors, associate professors, assistant professors, instructors, and lecturers or those of equivalent rank who occupy fifty-one percent (51%) or more of a faculty line in a department of the School, including faculty on leave.
3. Officers of the University and other faculty members who are so designated by majority vote of the School Faculty, including professors emeritus.

B. Non-voting members. The non-voting members of the Faculty shall consist of:

1. Administrators who do not have faculty status.

2. Visiting faculty members.
3. Faculty members who hold appointment to less than fifty-one percent (51%) of a faculty line in a department of the School.
4. Officers of the University and the other faculty members who are so designated by majority vote of the School Faculty.

C. Duties and powers of the Faculty. The duties and powers of the Faculty shall include jurisdiction over all matters of faculty governance and the educational process of students, except as limited by University regulations, and subject to the review of the University Senate, as described in University Regulation 4.31. They include:

1. Determination of special requirements for admission to the curriculum offerings and determination of eligibility for continuance in the curricula.
2. Determination of curricula for academic work in the departments and programs of the School, and providing for the schedule of courses.
3. Encouragement of research and scholarly endeavors by faculty members and advanced students.
4. Participation in annual performance reviews.
5. Adoption and enforcement of additional regulations regarding attendance, examinations, grading, scholastic standing, honors programs, and other matters affecting the quality of education.
6. Determination of specific requirements for degrees.
7. Certification of graduates of the MLS and MCIS programs following recommendation by the directors of the programs.

D. Associates. Upon nomination by one or more faculty members, and consent of the faculty, the dean may recognize and honor, through appointment as associates, members of the university community or members of our professional or disciplinary community beyond the university who have established, or intend to establish, a special relationship to the School of Communication, Information and Library Studies through such contributions as exceptional teaching; advising faculty, students, or administration in their areas of expertise; participation in joint research; mentoring faculty and/or students; leadership of colloquia; and representing the school and its interests in the larger university and/or disciplinary arenas.

1. Associates shall be non-voting members of the faculty as described in section II-B; they shall be welcomed to attend and speak at faculty meetings, but attendance shall not be a regular expectation.

2. Associates shall be included in lists of faculty and shall receive all appropriate publications regularly sent to voting faculty members.
3. Appointment as associate shall be for a specified term and may be renewed, following the same procedure as described above.
4. If appropriate, the following adjectives may be used in conjunction with the title "associate:" teaching associate, research associate, and professional associate.

III. OFFICERS OF THE SCHOOL

A. Dean. The Dean shall be the principal officer of the School of Communication, Information and Library Studies. The Dean is charged with the supervision of the administration of the School and with leadership in undergraduate and graduate education and in research in areas appropriate to the School. As provided in University Regulations 2.81, "The Dean ... shall be responsible for effective academic and educational administration and shall promote its efficiency by every approved means."

B. Associate and Assistant Deans. The appointment of associate and assistant deans may be recommended to the Provost by the Dean, with such responsibilities as the Dean assigns.

C. Secretary of the Faculty. The Secretary of the Faculty shall be elected by the Faculty for a term of two (2) years. The Secretary of the Faculty is responsible for seeing that the following functions are performed, with staff assistance provided by the Dean's office:

1. Notify the Faculty of the time and place of all regular meetings at the beginning of each term.
2. Distribute the agenda and supporting materials for each regular faculty meeting to each member of the Faculty at least one week prior to the meeting.
3. Keep a record of actions taken by the Faculty, and send to each faculty member not later than two weeks after each faculty meeting a copy of the minutes of that meeting.
4. Maintain in a place available to all Faculty a copy of the current School by-laws, current departmental by-laws, and University Regulations.
5. Serve as a member of the Committee on Rules of Procedure/Elections and Nomination Committee, and conduct all elections called for in these by-laws including departmental elections for the nomination of chairpersons.

IV. MEETINGS OF THE FACULTY OF THE SCHOOL

A. Meetings.

1. Regular meetings. A regular meeting of the Faculty shall be held at least once a semester, and Faculty shall be given at least two weeks prior notice of such meetings.
2. Special meetings. Special meetings of the Faculty may be held at the call of the President or of the Dean, or, upon written request to the Dean of at least ten (10) voting members of the Faculty. Unless the Dean proclaims the existence of a state of emergency, such special meetings shall not be convened without a notification to all Faculty of at least seventy-two (72) hours. Resolutions and supporting data for consideration shall be provided to the Faculty as expeditiously as possible in advance of the meeting. The agenda of the meeting shall be limited to such resolutions.
3. Quorum. A quorum shall consist of one-half of the voting members of the Faculty.

B. Conduct of meetings.

1. Presiding officer. The Dean shall preside at regular or special meetings of the Faculty, unless the President, Executive Vice President, or University Vice President for Academic Affairs is present and presides. If none of these officers is present, the Dean shall appoint a presiding officer.
2. Order of business. The Dean shall determine the agenda, which must be circulated to the Faculty at least one week prior to the meeting. The order of business ordinarily shall be: approval of minutes; report of the Dean; reports of standing committees; reports of special committees; old business; new business. Any Faculty member may submit an agenda item to the Dean up to ten days before a meeting.
3. Rules of order.
 - a) The Dean shall appoint a parliamentarian to advise on procedure, and shall consult him or her before ruling, except on routine matters.
 - b) Robert's Rules of Orders, in the edition specified by the parliamentarian, shall govern the conduct of the meeting.
 - c) Normally, any motions or resolutions that will commit the Faculty to any policy position shall be referred for consideration to a standing or special committee. Resolutions, reports, or motions of a policy nature must be received by the Secretary of the Faculty at least two weeks before the meeting at which action is

contemplated, unless such items come from a committee. Committees must submit items to the secretary in time for them to be placed on the agenda.

- d) Motions or resolutions that have not been circulated in written form at least seven days prior to the meeting may be put on the floor and debated by vote of two-thirds of the voting members present. Voting on such motions must be done by mail ballot.
- e) A mail ballot, to be submitted to all voting members of the Faculty, shall be ordered on any question, before the final vote shall have been taken, at the request of one-third of the voting members present. A motion requesting a mail ballot shall take precedence over a call for the question. The motion to reconsider shall not be applicable to votes taken by mail ballot.

4. Open and closed meetings.

- a) The presiding officer shall be responsible for the decorum of the meeting.
- b) Meetings of the Faculty normally shall be open.
- c) The Faculty may, under extraordinary or sensitive conditions, by majority vote, move to close a meeting to all except voting members of the Faculty.

C. **Student Representatives.** One student representative from each department/program of the School may be elected by means established through the by-laws of each department/program. Student representatives shall have discussion privileges, but may not vote.

V. COMMITTEES OF THE FACULTY

A. Structure.

- 1. Standing committees. There shall be standing committees of the Faculty, as specified in Section B below.
- 2. Special committees. To further the work of the School, the Faculty or the Dean may at any time establish committees ad hoc. After a special committee has been active for two consecutive years, it shall either be established by the Faculty as a standing committee, extended for a stated term, or be disbanded.
- 3. Membership.
 - a) Faculty members of all committees shall be appointed or re-appointed annually by the Dean, except as specified otherwise by these by-laws.

- b) Candidates for elected membership shall be voting members of the Faculty. Such candidates shall be nominated by the Committee on Nominations, or by written petition of six (6) voting members of the Faculty. The Secretary of the Faculty shall conduct all elections. The terms of service shall be one year, unless otherwise specified by these by-laws.
- c) All student committee members shall serve as non-voting members, with the exception of the Student Affairs Committee and its student grievance subcommittees (see V. B. 8 below).
- d) No more than fifty (50) percent of the membership of each committee shall consist of non-voting members.
- e) In case of mid-year vacancies, committees may request replacement. If the former member was appointed, the Dean shall appoint a new member. If the former member was elected, a new election shall be conducted in accordance with provisions in A. 3. b. and V. A. 4.

4. Elections.

- a) Candidates for elected membership to School committees shall be voting members of the Faculty. The terms of service shall be for one year, unless otherwise specified by these by-laws.
- b) Candidates for all committee elections shall be nominated by the Committee on Nominations, or by written petition of six (6) voting members of the Faculty. The Secretary of the Faculty will review the slate of all nominees to ascertain that the candidates meet the qualifications specified in these by-laws.
- c) In case of events specified in IV. B. 3. e., a full voting membership mail ballot listing all nominees for each committee shall be distributed.

5. Ex-officio membership.

- a) All members of committees serving ex-officio shall be non-voting members.
- b) The Dean shall be a non-voting member of each committee. The Dean shall not serve on the committee on Nominations, the Committee on Review, and the Committee on Appointments and Promotions. The Dean may designate a representative to serve on any committee in the Dean's stead.

6. Officers. Each standing committee shall elect, from among its voting members, a chair, and a secretary who shall keep minutes of the committee's actions.

7. Quorum. A quorum shall consist of a majority of the voting members of a committee.

8. Records. The records of each committee shall be filed in the office of the Dean at the end of each academic year and shall be retained not less than three years. Records of the

Committee on Appointments and Promotions, the Committee on Nominations and the Committee of Review shall be confidential and shall be retained only for the use of the Dean and the respective committee, and none shall remain in the hands of committee members. Records of all other committees shall be available to members of Faculty.

9. Reporting. The Chairs and Directors and the Committee on Appointments and Promotions are advisory to the Dean. The Chairs and Directors Committee, at its discretion, will report frequently to the Faculty. All other committees shall report at least annually to the Faculty.

B. Standing Committees.

1. Chairs and Directors

- a) Membership shall consist of: the chairs of departments, the director of the Ph.D. program, and the director of the MCIS program. The Dean and Associate Deans will serve ex-officio. The Dean may appoint additional members at her/his discretion.
- b) The Chairs and Directors shall advise the Dean on issues relating to Curriculum, Planning, Budget and Finance and other school-wide issues.
- c) Other responsibilities shall consist of advising the Dean, assisting the Dean in preparation of the agenda for each faculty meeting, and annual selection of a member of the faculty to serve on the University Senate.

2. Faculty Council

- a) Membership shall consist of all tenured and tenure-track faculty members. The Faculty Council will be convened by the Chair of the Faculty Council, who will be responsible for preparing the agenda, with input from the entire faculty.
- b) The Chair of the Faculty Council will be selected in a school-wide election.
- c) The Faculty Council, which is advisory to the Dean, is empowered to make decisions relating to all issues which are of concern to the faculty.

3. Appointments and Promotion Committee

- a) Membership shall consist of four tenured members of the School Faculty appointed by the Dean with the approval of the University Vice President for Academic Affairs. An additional two members may be appointed by the Dean from other units of the University, with the approval of the University Vice President for Academic Affairs. A separate committee will be appointed to consider candidates

for appointment or promotion from each department such that (1) no member of the department of the candidate will serve; (2) all members of the committee will be at or above the rank proposed for the candidate under review; and 3) all departments having three or more tenured faculty members, other than that of the candidates, are represented. As long as these conditions are met, committees may have overlapping membership.

- b. The duties of Appointments and Promotions Committees shall be to advise the Dean as to appointments, reappointments, promotions, retirements, or personnel procedures generally. In the case of appointments, re-appointments, or promotions into and within tenure rank, the recommendations of the Committee will also be forwarded by the Dean to the University Vice President for Academic Affairs. The Committee may also, on its own initiative, make suggestions as to personnel matters to administrative officers.

4. Rules of Procedure/Elections & Nominations Committee.

- a) Membership shall consist of two faculty members elected by the faculty, and two appointed by the Dean. The committee members serve for one year.
- b) Responsibilities include:
 - ❖ Recommendation of changes in the by-laws, and review of all changes to the by-laws proposed by departments or individual Faculty members.
 - ❖ Preparations of a current edition of the by-laws for annual distribution to the Faculty.
 - ❖ Interpretations of the by-laws in cases where they may be found ambiguous.
 - ❖ Nominations of the candidates for each school-wide post, including Secretary of the Faculty, Chair of the Faculty Council, and membership on the RP/EN and Review and Affirmative Action Committees.
 - ❖ Preparation, distribution, and collection of ballots for such elections.
 - ❖ Certification of the results of such elections.
 - ❖ Certify and announce the results of departmental elections for the nomination of chairpersons.

5. Diversity Committee

- a) Membership shall consist of Faculty members, two elected at large and two appointed by the Dean. They will serve two-year terms on a staggered

basis. The committee composition will include the official SCILS representatives for university-wide committees and initiatives related to diversity.

- b) The committee reports to the Dean and advises Departments and Programs and may at its discretion make reports to the Faculty. The committee's role is to ensure continued support for diversity as SCILS priority. The duties and responsibilities of this committee are defined as follows:

to work with search committees to review recruiting and selection processes and to convene an annual meeting of search committee chairs;

to provide information on university policy with regards to issues of equity and to disseminate information about changes in policy and provide updates to departments and programs;

to provide information and advisement to faculty seeking guidance on issues of equity;

to collect data on issues of equity and under-representation, and to disseminate information for the purpose of building mechanisms to determine priorities for action;

- to pursue global initiatives and initiatives to enhance global citizenship among faculty and students.

The committee may also make suggestions regarding personnel matters to the administrative officers. The duties of the committee shall be to counsel any member of the Faculty who seeks advice regarding his or her status as a member of the University. This committee is further charged with responsibility for reviewing and recommending improvements in the mechanisms provided by the School to assure the maintenance of an affirmative action program, as well as mechanisms to assure "due process" in relation to the redress of faculty and staff grievances.

6. Research Development Committee.

- a) Membership shall consist of the chairpersons of the departmental Research Development Committees, one PhD Student selected by the SCILS PhD Student Committee and two faculty members appointed by the Dean from the faculty at large. The appointees will serve staggered two-year terms.
- b) Responsibilities include the development and overseeing of a School-wide research policy, and coordination of departmental research projects. The committee also will assist in fund raising and the securing grants.

7. Student Affairs Committee.

- a) The Student Affairs Committee is convened when necessary by the Associate Dean for Student Affairs.
- b) Membership shall consist of two faculty members elected by each department, and four (4) students to be appointed by the Dean. Committee members will serve one-year terms. Student members shall be voting members.
- c) Responsibilities include the development and administering of a policy for hearing student grievances. For the hearing of a student grievance, a subcommittee of two faculty members and one student will be chosen by lot. A faculty member who is the subject of a grievance shall not sit on the subcommittee considering that case.

8. Health and Safety Committee.

- a) The committee shall consist of three (3) faculty or staff members appointed by the Dean for two-year terms.
- b) Responsibilities include inspecting of the facilities for health or safety hazards and recommending corrective measures to the Dean.

VI. DEPARTMENTS AND PROGRAMS

- A. The units of the School are its Departments and Academic Programs. They are:
 - 1. Department of Communication
 - 2. Department of Journalism and Media Studies
 - 3. Department of Library and Information Science
 - 4. Department of Speech, Language, and Hearing Sciences [suspended]
 - 5. Professional Development Studies
 - 6. Master's in Communication and Information Studies
 - 7. Doctorate in Communication, Information and Library Studies
- B. Any additions to or deletions from the above shall be made in accordance with Article VII of these by-laws.
- C. Department by-laws. Each department shall prepare a set of department by-laws, written in accordance with University regulations. A copy of each department's by-laws shall be transmitted to the office of the Dean.
- D. Department Chairs. The rights and duties of the Chair are described in University Regulation 2.52. The selection of the Chair shall be in accordance with University Regulation 2.51.

Whenever any Department shall include three or more members of the rank of Associate Professor or Professor, the members above the rank of instructor who are in their second or subsequent semester of service in the Department and instructors with at least one full year of service in the Department shall by ballot nominate to the Dean one of the Professors or Associate Professors for appointment as Department Chair when a vacancy shall occur through expiration of term or otherwise. The nomination election shall be conducted by the Faculty Secretary and the Rules of Procedure/Elections & Nominations Committee will certify and announce the results of the election. All Professors and Associate Professors who hold appointment to more than 50% of a faculty line in a department shall be placed on the nomination ballot, unless they remove their names by written request.

VII. These by-laws may be amended by a two-thirds majority at any regular meeting of the Faculty, provided that the written text of the amendment has been sent by the Secretary of the Faculty at least two weeks before such a meeting. Amendments may be initiated by the Rules of Procedure Committee or by any voting member of the Faculty of the School who submits a proposed amendment in writing to the committee. The committee shall have up to one month to study such a proposal and shall report at the next regular Faculty meeting occurring after this period.

The School of Management and Labor Relations
By Laws

RUTGERS UNIVERSITY
SCHOOL OF MANAGEMENT AND LABOR RELATIONS
BYLAWS

(REVISED 7-29-03)

PREAMBLE

These bylaws, prepared and adopted by the Faculty of the School of Management and Labor Relations (SMLR), are intended to govern the affairs of the School. These provisions shall not be suspended or modified except after use of the amending procedures specified in Article IX. The bylaws, and any subsequent amendments, shall be consistent with all applicable sections of University Regulations. In the event of any conflict or inconsistency, the University Regulations shall prevail.

MISSION

The mission of the School is to create and disseminate knowledge that fosters a better understanding of the nature of employment and work in modern society; that promotes harmony and cooperation between management and labor; and that helps to improve employment systems and relationships.

In pursuit of this mission, the SMLR faculty:

Conducts research on specific employment practices in the workplace, as well as on the broader economic, sociocultural, and political environment in which those systems and relationships exist;

organizes credit and non-credit programs for students, managers, trade unionists, and the general public, designed to improve their understanding of constructive collective bargaining and good human resource management; and

provide technical assistance in pursuit of these aims to management, labor, and the public, as well as to the organizations that serve their interests.

In all its activities, the SMLR faculty seeks to identify institutions, practices, and relations that:

- (1) promote democratic values and a balanced system of power in the workplace and society;
- (2) meet the personal development and material needs of workers;
- (3) minimize dysfunctional conflict among employers, unions, and employees;
- (4) foster cooperative labor-management relationships;

- (5) improve organizational efficiency and global competitiveness; and,
- (6) encourage understanding among diverse groups.

Article I. Membership in the Faculty

The voting membership of the SMLR faculty shall be as defined in University regulation 2.1.1, which states “The legislative body of each college or school...shall consist of the President of the University, the Provost, and the following officers of that college or school: the Dean, the professors, the associate professors, the assistant professors, the instructors who have served at least one year; members of the research and extension staff of the college or school of the equivalent rank and service; and such other officers of the University as the legislative body may designate. Other officers may be invited by any legislative body to its meetings and may take part in the discussion but shall not vote.”

In accordance with University regulation 2.1.1, the SMLR Faculty will include individuals in the following titles:

- a. Professor, Research Professor, Extension Specialist, Librarian I.
- b. Associate Professor, Associate Research Professor, Associate Extension Specialist, Librarian II
- c. Assistant Professor, Assistant Research Professor, Assistant Extension Specialist, Librarian III
- d. Instructor, Research Associate, Extension Associate, and Librarian IV, who have served as least one year.

The SMLR Faculty will not include individuals appointed as Lecturers or Part Time Lecturers (PTL’s).

As permitted by University regulation 2.1.1, faculty from other University units may, after a two-thirds affirmative vote of the SMLR faculty, be invited on an annual basis to membership in the SMLR faculty. Such members shall be known as “associate members” and shall have all participative rights consistent with University regulations and these bylaws. Associate members may not, however, represent the School on University bodies.

Article II. Duties and Powers of the SMLR Faculty

The SMLR Faculty has ultimate authority over issues that are not the authority of the Dean, consistent with University regulations and state legislation. In accordance with University Regulations and as mandated by New Jersey state legislation (Chapter 307, Laws of 1947 and subsequent legislation) the Faculty, under the University President, shall have jurisdiction within the School of Management and Labor Relations over academic matters, subject to review by the University Senate, to such extent as is consistent with state legislation. The Faculty shall establish representative bodies to carry out its activities, including the committees described in Article VI and other committees as necessary.

Article III. Officers

- A. ***Dean.*** The Dean is the principal officer of the School of Management and Labor Relations. As provided in the University Regulation 1.2.3: “The Dean of each graduate and professional school ... shall be charged with the supervision of the administration ... to ensure that such administration is being carried out in accordance with the policies of the University ... shall provide overall direction for the several department chairpersons and directors of degree programs in that unit and shall lead the faculty and staff in the creation and implementation of effective programs of instruction, research, service, and student life... In the execution of these responsibilities, the Dean... shall review the academic programs of the several departments and degree programs of the unit, as well as the student life program of the unit as a whole, and shall develop with advice of the department chairpersons or other appropriate officers the overall asking and working budgets for the unit. The Dean...shall be responsible for the maintenance of such personnel and fiscal records as are necessary for the proper exercise of these responsibilities. In those units organized departmentally, the Dean ... shall be assisted by the several department chairpersons and directors of degree programs within that unit...” From time to time, the Dean may create ad hoc committees, appoint their members, and define their tasks. The Dean shall make regular financial reports to the School’s members.
- B. ***Director of the Institute of Management and Labor Relations.*** The Dean of the School shall also serve as Director of the Institute of Management and Labor Relations, or may at his or her discretion recommend to the President of the University another individual to serve as director of the IMLR. The Director of the Institute of Management and Labor Relations shall be responsible for assuring that the institute carries out the mission assigned to it by Chapter 37 of the New Jersey Laws of 1947.
- C. ***Associate and Assistant Deans.*** The appointment of associate and assistant deans may be recommended to the University Vice President for Academic Affairs by the Dean with such responsibilities as the Dean assigns. The Administrative Committee of the school shall be consulted regarding such appointments, but the Dean has the final authority to make such appointments.
- D. ***Chairs of Departments and Director of the SMLR Library.*** As provided for in University Regulation 1.2.4, “In academic units which are organized departmentally, a department chairperson shall be appointed by the appropriate Dean..., with the approval of the University Vice President for Academic Affairs, for a term of no more than five years. When a vacancy shall occur through expiration of term or otherwise in a department which includes three or more members at the rank of associate professor or professor, members of the department at the rank of assistant professor or higher who are in their second or subsequent semester of service in the department and instructors with at least one full year of service in the department shall by ballot nominate to the Dean one of the professors or associate professors for appointment as department chairperson.”

Under the Dean, it shall be the duty of chairs of the HRM and LSER departments, to make teaching assignments in consultation with the directors of academic programs. It shall be the duty of the department chairs and the director of the SMLR library to evaluate the instructional, research, and administrative processes of their units and to make appropriate recommendations to the Dean; to evaluate periodically the members of the unit, and to report these evaluations as required; in consultation with the tenured members of the unit to recommend appointments, reappointments, and promotions; to see that adequate supervision, advice, and training are afforded new members of the unit and other members who might profit thereby; and generally to promote the effectiveness of the unit.

- E. ***Secretary of the Faculty.*** As required by University Regulation 2.1.2, a secretary shall be selected by the legislative body of each School. The Secretary shall be responsible for the preparation of the minutes of the SMLR faculty meetings and of the meetings of the Administrative Committee.

Article IV. Academic Programs of the School

The credit programs of the SMLR are: the professional master's degree programs in Labor and Employment Relations (MLER) and in Human Resource Management (MHRM), and the B.A. in Labor Studies and Employment Relations. The Ph. D. program in Industrial Relations and Human Resources is administered by SMLR, though the degree is awarded by the Graduate School – New Brunswick.

- A. ***Directors of the Academic Programs.*** After receiving recommendations from the faculties of the HRM and LSER programs, the SMLR Dean shall appoint directors of these programs for terms of no more than five years. The IRHR Graduate Faculty shall recommend a director of the Ph.D. program to the Dean of the Graduate School – New Brunswick.

B. ***Academic Program Faculties.***

1. Membership.

Ph.D. in IRHR: The membership of the IRHR Ph.D. Program faculty will be determined in accordance with the rules and procedures of the Graduate School – New Brunswick.

MLER: The faculty of the MLER program shall include the tenure track members of the LSER Department. Tenure – track faculty from other units of the University who hold a doctorate of other appropriate terminal degree, and are willing to participate actively in the administration and teaching of the MLER program may, by a 2/3rds vote of the MLER graduate faculty, be invited to join that faculty. SMLR Faculty or faculty from other units of the University who do not meet this requirement may, by a 2/3rds vote of the MLER graduate faculty, be invited to join that faculty. The Director of the MLER program will report to the LSER Department Chair.

MHRM: The faculty of the MHRM program shall include the tenure track members of the HRM Department. Tenure-track faculty from other units of the university who hold a doctorate or other appropriate terminal degree, and are willing to participate actively in the administration and teaching of the MHRM program may, by a 2/3rds vote of the MHRM graduate faculty, be invited to join that faculty. The Director of the MHRM program will report to the HRM Department Chair.

Labor Studies and Employment Relations Major: The faculty of the Labor Studies and Employment Relations Major shall include the tenure track members of the LSER Department. Tenure-track faculty from other units of the University who are willing to participate actively in the administration and teaching of the LSER Major may, by a 2/3rds vote of the Labor Studies and Employment Relations department, be invited to join that faculty. The Director of the Labor Studies Major will report to LSER Department Chair.

2. Responsibilities. For all academic programs within the School, the ultimate responsibility for curriculum and academic policy shall belong to the SMLR Faculty as a whole. The Curriculum Committee of the SMLR Faculty shall review the content and policies of the SMLR Masters' and Undergraduate programs. To the extent permitted by the guidelines of the Graduate School- New Brunswick, the SMLR Curriculum Committee shall also advise on the curriculum and policies of the IRHR Ph.D. program. Each of the four faculties for the SMLR credit programs shall regularly review the content and policies of the programs and propose appropriate changes, which shall be reviewed by the curriculum committee and voted on by the SMLR faculty, (except for changes in the Ph.D. program which must be approved by the faculty of the Graduate School – New Brunswick).

Article V. Meetings of the Faculty

A. Meetings

1. Regular Meetings. Regular meetings shall be held at least once each semester, according to a schedule announced at the beginning of the academic year by the Dean. The agenda for each meeting shall be distributed to each member of the Faculty no later than one week before the scheduled meeting.
2. Special Meetings. Special meetings may be called by the President, the Dean, or upon written request of at least twenty percent of the voting members of the Faculty. Such meetings shall be announced at least one week in advance. A call to a special meeting shall include a statement of

the purpose for which the meeting is to be held. Business transacted at a special meeting shall be limited to the matters noted in the call.

3. Quorum. A quorum shall consist of twenty-five percent of the voting membership.

B. *Conduct of Meetings*

1. Presiding Officer. The Dean, or someone designated by the Dean, shall preside at all Faculty meetings, unless the President is present and presides.
2. Rules of Order. The procedures of Robert's Rules of Order, latest edition, shall govern the Faculty Meeting. A parliamentarian shall be appointed by the Dean annually.

Article VI. Nominations and Elections

1. Elections of elective officers shall be held at the last regular meeting of the Faculty in the spring semester.
2. Nominations for elective office shall be made by the Rules, Nominations, and Review Committee.
3. Whenever possible, at least two candidates shall be nominated for each elective office.
4. The names of nominees shall be sent to all eligible voting members at least three weeks before the election date. The Rules, Nominations, and Review Committee shall invite additional nominations by written petition of at least five voting members of the Faculty. Names of nominees by petition shall be sent to all eligible voting members at least one week before the election.
5. The elections shall be conducted by the Rules, Nominations, and Review Committee.
6. Voting shall be by secret ballot.
7. A majority vote of the members eligible to vote and voting shall be required to elect officers. In the case of a tie, the Chairperson of the meeting shall vote.

Article VII. Committees of the Faculty

A. Structure

1. Standing Committees. There shall be standing committees of the Faculty as specified in Section B below.

2. Select Committees.
 - a. To further the work of the School, the Faculty or the Dean may establish ad hoc committees. Each ad hoc committee will be given a specific date for the completion of its task, after which it shall be disbanded.
 - b. After an ad hoc committee has been in existence for two consecutive years, it shall either be established as a standing committee or disbanded.
3. Membership
 - a. Faculty members of committees may be voting or non-voting members of the Faculty.
 - b. Elected members shall be those chosen by vote of the Faculty. Appointed members shall be those appointed by the Dean.
4. Term of Office
 - a. To insure continuity of membership of a committee, whenever possible, not more than one half of the members shall be replaced each year.
 - b. Vacancies in the elected membership of a committee, either temporary or permanent, shall be filled until the incumbent is able to resume his/her duties, or until the next regular election for that committee if the incumbent cannot return before his/her term expires. Such vacancies shall be filled by the Rules, Nominations, and Review Committee.
5. Convener
 - a. The Dean shall select a convener for the first meeting of each committee.
6. Quorum
 - a. A quorum shall consist of a majority of the members eligible to vote on a committee unless that committee shall establish a different quorum.
7. Reporting
 - a. All committees shall report to the Faculty and the Dean when they deem necessary, or when requested to by the Dean or the Faculty.
 - b. All committees shall forward to the Rules, Nominations, and Review Committee any recommendations for changes in the bylaws.

B. *Standing Committees*

1. Advisory Committee on Appointments and Promotions

- a. Membership. As required by University regulation 50.13 section 4.24 the Committee shall be composed of four to six tenured faculty members appointed by the Dean, and the Dean shall have the option of including on the Committee one or more faculty members from other units of the University. When seeking advice on initial appointments to faculty rank, the Dean shall, to the extent feasible, designate as A&P members individuals who also serve on the Faculty Development Committee.

A member of an Appointments or Promotion Committee shall not participate in an evaluation of an appointment, reappointment, or promotion to a rank higher than her or his own. Members shall participate in the review of candidates in their own department at the departmental level and shall not participate in any manner in the consideration of those candidates by the Advisory Committee on Appointment and Promotions.

- b. Term of Office. The Dean may appoint different committee members for each candidate being considered or may utilize the same committee to evaluate multiple candidates.
- c. Responsibilities. The Advisory Committee on Appointments and Promotions shall meet with the Dean to provide its advice as to appointments, reappointments, promotions, or personnel procedures generally. The committee shall incorporate that advice in a detailed written report, in the form of a memorandum to the Dean, explaining its recommendations. Its responsibility is to conduct a substantive and independent evaluation of the candidacy as presented in the packet prepared by the department, including the supplementary materials. In the course of its review, the Advisory Committee on Appointments and Promotions shall invite the department chair to meet with the committee to amplify the department's report.

2. Administrative Committee

- a. Membership. This committee shall be composed of the Dean, who shall serve as chairperson, the chair of the Labor Studies and Employment Relations Department (LSER), the chair of the Human Resource Management (HRM) Department, the director of the SMLR Library, the director of the Center for Management Development, the director of the Labor Extension Program, the directors of all degree programs and undergraduate majors offered by or administered by the School, and the Associate and Assistant Dean(s). The LSER and HRM Departments shall also each elect a faculty member annually to serve on the Administrative Committee.
- b. Responsibilities. This committee may act on behalf of the faculty, only when time or other constraints prevent the convening of the full faculty. When the Committee acts in this capacity, it will provide a written report of all actions to the faculty for its review.

The Administrative Committee shall also act as the Planning Committee of the Faculty. In this capacity, its responsibilities shall be:

- 1) to advise the Dean and the faculty on program priorities in the area of faculty line assignments, teaching, research, and service in relation to resources allocated to the School, i.e., the setting of budgetary priorities;
- 2) to advise the dean and the faculty on long-range planning (3 to 5 years);
- 3) to review the expenditure of the School on an on-going basis to assure consistency with the mission of the SMLR;
- 4) to set up ad hoc committees, to coordinate the activities of committees, and to report on all committee activities to the faculty for its review.

The Administrative Committee shall also establish sub-committees as needed to serve as the Curriculum Committee, the Committee on Continuing Professional Education, and the Library Committee. These sub-committees may invite SMLR faculty who are not members of the Administrative Committee and/or SMLR students to join these sub-committees.

In its role as the Committee on Continuing Professional Education, this committee shall advise the Dean and the faculty on goals and operation of all Continuing Professional Education activities of the School and shall assure that the statewide mandate governing the IMLR is fulfilled.

In its role as the Library Committee, this committee shall advise on the library services needs of faculty, students and other library clientele. It shall make recommendations concerning the goals and operation of Library and shall work with the Director of the Library in developing the necessary resources to accomplish the unit's mission.

In its role as the Curriculum Committee, this committee shall advise the Dean and faculty regarding all credit programs offered by or administered by the School.

3. Rules, Nominations, and Review Committee

- a. Membership. This committee shall be composed of four tenured members, two of whom shall be elected by the Faculty and two of whom shall be appointed by the Dean.
- b. Term of Office. Members shall be elected for two year terms, with one half of the membership having terms which expire annually.
- c. Responsibilities. In its role as Nominating Committee, this committee shall have those responsibilities specified in Article VI. In its role as Committee of Review, in accordance with University Regulations, this committee shall counsel and advise any faculty member who seeks such advice with respect to any problem affecting his or her status as a member of the faculty. The committee may also on its own initiative make suggestions as to personnel

matters to the School officers. In its role as the Rules and Procedures Committee, this committee shall annually review the bylaws and advise the Faculty on proposed changes. It shall periodically distribute to the Faculty a current edition of the bylaws.

4. Faculty Development Committee.

- a. Membership. The committee shall be composed of the two department chairpersons, the Director of the SMLR Library, and one additional member from each department appointed by the Dean from among the tenured faculty.
- b. Responsibilities. To the extent permitted by University regulations, the committee shall advise the Dean and the Faculty on the establishment and interpretation of promotion criteria, and on faculty development policies in general. The committee shall choose a Career Development Committee for each non-tenured faculty member after consultation with that faculty member; shall choose a Career Development Committee for each tenured faculty member after consultation with, and consent of, that faculty member; and ensure that such committees are functioning as expected.

5. Career Development Committees.

- a. Membership. Each Career Development Committee shall be composed of at least two faculty members.
- b. Responsibilities. This committee should meet with an untenured faculty member at least once a year. For tenured faculty members, these meetings should occur every three years. The committee shall agree on a development plan with the faculty member which should include contribution to research, teaching, and service. For each non-tenured faculty member, the committee shall review and evaluate progress against the last plan (if any), and provide general advice and counsel on the future development of the faculty member.

For each tenured faculty member, the committee shall assist the department chair in a non-evaluative review of the faculty member's recent academic interests and accomplishments. The purpose of this review shall be to explore ways in which the best match can be found between the current interests of the faculty member and the research, teaching, and service needs of the Department and School. In the case of both tenured and untenured faculty members, career development committee reports shall not be used for promotion or disciplinary purposes, but shall be made available to the Department chair.

6. Health and Safety Committee.

The Health and Safety Committee of the School of Management and Labor Relations shall be established and shall function in accordance with the

requirements of the contract between the University and the Rutgers chapter of the AAUP.

Article VIII. Organizational Structure

The following organizational units of the School of Management and Labor Relations shall organize themselves and function, consistent with these bylaws and University Regulations:

- Center for Management Development (jointly with the Rutgers Business School)
- Department of Human Resource Management
- Department of Labor Studies and Employment Relations
- SMLR Library and Information Services
- Institute of Management and Labor Relations
- Labor Extension Program
- Master's Program in Labor and Employment Relations
- Master's Program in Human Resource Management
- Ph.D. Program in Industrial Relations and Human Resources
- Labor Studies and Employment Relations undergraduate major

A State Advisory Council to the School of Management and Labor Relations shall be established and shall function in accordance with the requirements of Chapter 307, paragraph 5 of the State of New Jersey Laws of 1947. This council, consisting of representatives of labor, management and the public, in equal numbers, shall advise the State University as to the manner of carrying out the purposes of Chapter 307 of the New Jersey Laws of 1947.

The members of the State Advisory Council of the School plus the members of the SMLR Trustees Advisory Committee shall constitute the School Advisory Council. This Council shall advise the Dean and the faculty as to the manner of carrying out the SMLR mission as specified in these bylaws.

Article IX. Amendments

These bylaws may be amended at any meeting of the Faculty. Amendments may be initiated by the Rules of Procedure Committee or by any voting member of the Faculty who submits a proposed amendment in writing to the committee. Proposed amendments must be distributed to the Faculty at least two weeks prior to the Faculty meeting at which they are to be considered. Other proposed amendments may be made at the Faculty meeting only by unanimous consent of the faculty present. Amendments to these bylaws shall be adopted upon a two-thirds favorable vote of those present and eligible to vote.

The School of Environmental and Biological Sciences
By Laws

BYLAWS
Of the
COOK COLLEGE FACULTY

May 2003

I. PREAMBLE

Cook College is a professional college in Rutgers University, patterned on the land-grant concept. The instruction, research, and outreach programs are specific but interrelated functions of Cook College, carefully integrated in such a way as to be of mutual benefit. The Executive Dean of Agriculture and Natural Resources has overall authority over all programs of Cook College and the New Jersey Agricultural Experiment Station.

Faculty members frequently have joint appointments with two or more functions. In many cases, faculty members participate in establishing policies and procedures for these functions through activities of the assembled faculty and faculty committees. The Cook College faculty has special needs for communicating with the administration and the standing committees of the college, due to its wide range of interests. To assist in these communications, the administration, deans and directors, and the standing committees are encouraged to hold meetings and hearings to inform fully the special faculty groups and hear their reaction concerning important issues that may come before the faculty. Our interests are divided but the goals of Cook College draw them together into a united program.

An Academic Forum is provided to meet the ongoing diverse and intricate curricular and academic policy issues and needs of the college as they pertain to undergraduate education.

Cook College is also unique in that curricula have been established which cross the boundaries of departments. Each is under the supervision of an Undergraduate Program Director/Curriculum Coordinator who is responsible to the Dean of Academic and Student Programs.

The college is also associated with The Graduate School, providing instruction in graduate level courses and advisors for advanced degree candidates.

These bylaws, prepared, modified, and adopted by the faculty of Cook College, are intended to govern the affairs of the college in accordance with the provisions set forth in the several articles that follow and with the regulations governing Rutgers University. In the event of any conflict or inconsistency between these bylaws and the regulations governing Rutgers University, the university regulations shall prevail. The Rules of Procedure Committee shall provide temporary rules if they are required to phase in these bylaws.

II. THE FACULTY

A. Membership

1. The President and the University Vice-President for Academic Affairs.
2. The Executive Dean of the college, other deans and directors, and associate deans and associate directors of the college.
3. Members of the Cook faculty at the rank of Professor II, Professor, Associate Professor, Assistant Professor, or an equivalent research or extension rank, and members on leave of an equivalent rank.
4. Faculty members holding university appointments outside the college but whose tenure is in Cook College.
5. Instructor, Assistant Instructor or an equivalent research or extension rank, visiting faculty members, and adjunct faculty members.
6. Other faculty members at the ranks listed in II.A.3. may be granted membership in the faculty of Cook College upon recommendation by one of the departments of the faculty of Cook College and by the Executive Dean of Cook College. Such approval shall be based upon an involvement of the faculty member in an academic program of Cook College. The department shall also recommend a term of service, e.g., one year, three years, or indefinite term. Each department, in its bylaws, shall specify the criteria and procedures for making such nominations to the body of the faculty.
7. When appropriate, the term Fellow may be applied by the faculty to faculty members who serve other colleges within the university.
8. Officers of the university and representatives of other colleges who are invited by the Executive Dean.

B. Voting Members

Voting members of the faculty shall be those members listed in II.A.1.-5 who occupy 51 percent or more of a position in Cook College. Members of the Cook College faculty at the ranks previously listed as eligible for voting membership and who occupy less than 51 percent of a faculty line in the faculty of Cook College may be granted voting membership in the faculty of Cook College in the same manner as II.A.6. Approval shall be based upon a substantial involvement of the faculty member in an academic program of Cook College. Voting members of this faculty are automatically voting members of the Cook department that holds at least 51% of their line support. Additional department members may vote as provided in section V.B.4.f.

C. Officers

1. The Executive Dean of the college or the Executive Dean's designee shall chair all faculty meetings unless the President attends and chairs.

A Secretary shall be elected by the faculty for a three-year term. The Secretary's responsibilities shall be to record minutes of the college faculty meetings in accordance with *Robert's Rules of Order* and conduct the elections for positions for faculty committees, University Senate, faculty representatives to the Cook College Council, and Secretary of the Faculty. The Secretary shall also conduct the election of nominees for department chair.

2. The Parliamentarian shall be appointed by the Executive Dean annually to provide advice to the Chair.

D. Meetings

1. Regular meetings shall be scheduled and announced by the Executive Dean during the first week of the academic year, scheduled so the meetings do not fall on the same day of the week. Meetings may be subsequently cancelled, but at least one regular meeting must be held each semester. Regular meetings will not be scheduled for dates and times other than those arranged by the Executive Dean in the first week.
2. Special meetings may be held at the call of the Executive Dean or the President and also shall be held on written request to the Executive Dean of at least ten percent of the voting members for the current academic year. Unless the Executive Dean proclaims the existence of an emergency, such special meetings shall not be convened until a period of at least 72 hours has elapsed from the time that the call was issued. Resolutions and supporting data for consideration at the special meeting shall be transmitted to the members of the faculty as expeditiously as possible in advance of the meeting date. The agenda of the meeting shall be limited to such resolutions.
3. A quorum shall consist of ten percent of the voting members of the faculty for the current academic year as defined annually on September 1st. Voting shall be by simple majority except as otherwise specified in these bylaws.
4. Agenda for a regular meeting shall be prepared and circulated by the Secretary, prior to each meeting, after consultation with the Executive Dean and committee chairs.

E. Robert's Rules of Order

1. *Robert's Rules of Order*, in the latest edition, shall govern, except as modified in these bylaws. Normally a speaker shall be limited to three minutes on each question. An additional minute per person may be allowed for rebuttal.
2. All resolutions, motions, and reports that will commit the faculty to any policy position must be submitted to the Secretary of the Faculty in sufficient time that a copy can be sent to each member of the faculty and receive no later than seven calendar days before the meeting at which action is contemplated. Motions or resolutions normally shall be referred for consideration to a standing or *ad hoc* committee. Committees shall report as expeditiously as possible, or, where necessary, a specific reporting date may be established by action of the faculty.
3. All other motions or resolutions that have not been circulated in written form including electronic, at least seven calendar days prior to the meeting, may be put on the floor and debated, by vote of two-thirds of the voting members present, and will require a two-thirds majority for adoption.
4. A ballot, to be submitted to all eligible voting members of the faculty, shall be ordered on any question, before the final vote shall be taken, at the request of the majority of the voting members present. A motion requesting a ballot shall take precedence over a call for the question. The motion to reconsider shall not be applicable to votes taken by electronic or mail ballot.

5. Open and Closed Meetings
 - a. The Presiding Officer shall be responsible for the decorum of the meeting.
 - b. Meetings of the faculty shall normally be open to the public.
 - c. Members of the faculty may at any time, by majority vote, move to close a meeting to the public.

III. STANDING COMMITTEES

A. Structure and Operation of Committees

Except for the Department Chairs' Council and as otherwise specified in these bylaws for specific committees of the faculty, the following general rules shall govern.

1. Membership of Committees
 - a. Unless otherwise noted, there shall be two appointed and two elected faculty members funded by teaching and research lines and one elected and one appointed faculty member funded by Cooperative Extension. Only one person may be appointed from a department. Student membership is specified for some committees.
 - b. The Executive Dean may ask a member of the committee to convene the first meeting of the year at which time officers of the committee shall be elected.
 - c. Candidates for elected membership shall be voting members of the faculty. Such candidates shall be nominated by the Department Chairs Council or by written petition containing a statement certifying agreement of nominee to serve, if elected, and signed by at least five voting members of the faculty. The names of all candidates shall be reported to the Secretary of the Faculty, who shall conduct all faculty elections.
 - d. Appointed members of the faculty committees shall be appointed by the Executive Dean of Cook College from among the voting members of the faculty unless otherwise indicated.
 - e. *Ex officio* members, where such members are specified, normally shall not have voting rights. The Executive Dean or his/her designee shall be an *ex officio* member of all committees except the Appointments and Promotions Committee. The Executive Dean shall be a voting member of the Department Chairs' Council.
 - f. Student members, where such members are specified, shall be students in Cook College, shall have voting rights in the Committee and can represent the committee before the faculty. They shall not have access to the confidential faculty or student records. They shall be elected in accordance with procedures specified by the Cook College Council.
2. Officers

All standing committees shall be appointed prior to July 1. Committee structure will consist of a chair, vice-chair and a secretary.

3. Terms of Office

The normal term of membership shall be two years, unless otherwise specified, whether elected or appointed. When originally elected or appointed for a one-year term (as in filling an unexpired term or in establishing rotating membership) a member shall be eligible or elected or appointed to the full two-year term immediately following.

Otherwise, one year must elapse before becoming eligible for reelection or reappointment to the same committee, unless otherwise specified. This one year lapse rule shall also apply to committees with normal terms other than two years.

Recommendations of the Executive Dean for appointment to university committees shall follow the same rule as far as practicable. This limitation does not apply to members serving by virtue of position.

Vacancies in the elected membership shall be filled temporarily by the Executive Dean or his designee until the incumbent is able to resume his/her duties or until the next election; the person with the next highest number of votes at the previous election shall be requested to fill the vacancy. If that person cannot serve, the Chair of the standing committee shall be empowered to appoint a member of the faculty or a student eligible to serve according to the requirements of these bylaws. No elected or appointed member's terminal date of office shall be altered or extended as a result of absence from the committee.

Regular elections shall take place in the spring of each year. The term of all standing committees will be from July 1 through June 30 of each year.

4. Quorum

A quorum shall consist of a majority of the members eligible to vote on a committee, unless that committee establishes a different quorum and registers it with the Secretary of the Faculty and the Chair of the Rules of Procedure Committee.

5. Records

The records of each committee shall be filed in the Office of the Executive Dean at the end of each academic year and shall be kept for a period of not less than three years. Records of the Committee on Appointments and Promotions and the Committee of Review shall be confidential and shall be kept only for the use of the Executive Dean and the respective committees. None shall remain in the hands of committee members. Records of all other committees shall be available to members of the faculty.

6. Reporting

The Appointments and Promotions Committee and the Committee of Review are advisory to the Executive Dean. All other committees shall report to the faculty and to the Executive Dean. All committees shall report to the Rules of Procedure Committee any recommendations for changes in the bylaws concerning their organization or function.

B. College/NJAES Committees

1. Department Chairs' Council

- a. Membership: Department Chairs, Directors of centers, institutes, bureaus and administrative units, and the Executive Dean. *Ex officio* members: other deans, associate deans and directors, the Director of Business Affairs, and, at the discretion of the Executive Dean, assistant deans and directors.
- b. Officers: A Chair, Vice-Chair, and Secretary shall be elected from the voting membership, excluding the Executive Dean.
- c. Meetings shall be held at least twice each semester.
- d. Responsibilities: (1) To advise the Executive Dean and to serve as the Executive Committee of the Faculty during recesses or during such times the faculty cannot meet. (2) Membership and nominating responsibilities. To nominate to the faculty through the secretary of the faculty the members of standing committees as required in these by-laws, to nominate appropriate members of other faculties for membership in the Cook College Faculty. All actions taken by the Department Chairs' Council while acting as the Nominating Committee or as the Executive Committee of the Faculty shall be reported to the faculty for review.

2. Advisory Committee on Appointment and Promotions

- a. Membership: There shall be nine members appointed by the Executive Dean: six from teaching/research and three from Extension.
- b. Term of Office: The term of office shall be three years.
- c. Responsibilities: To advise the Executive Dean and other administrative officers on appointments, reappointments, and promotions of faculty members, and on personnel matters in general.

To advise the Executive Dean on all new tenure appointments, applying the same standards as those established for promotions to the rank proposed.

3. Committee of Review (Grievance Committee)

- a. Membership: The members shall be selected in accordance with university regulations and the collective bargaining agreement between the university and the American Association of University Professors. All members shall be associate or full professors (or equivalent ranks) on indefinite tenure, chosen from units of the college for which the Executive Dean has budgetary responsibility.
- b. Chair: The members of the grievance committee chosen as above shall elect a chair for purposes indicated in items c.2.-3. below.
- c. Purposes and Responsibilities:
 - (1) Grievance subcommittees drawn from the pool in accordance with the collective bargaining agreement shall hear formal grievances as defined by that agreement.

- (2) In case of claims initiated by a faculty member of alleged failure to follow the requirements and procedures set forth in the bylaws of the college or of a department, the Chair shall appoint a Committee of Review, of three members, to hear such claims and submit a report concerning them to an appropriate officer of the college. If either the faculty members or those against whom the claim is made so desire, the committee shall be selected by lot. Not more than one member of any committee may be from one department.
- (3) The Chair of the Committee of Review or his/her designee shall assist the Secretary of the Faculty in counting ballots for elective positions.

4. Advisory Committee on Professor II

- a. Membership: All members shall be at the Professor II rank, on indefinite tenure from those units of the college for which the Executive Dean has budgetary responsibility. The Committee should be comprised of four members, appointed by the Executive Dean. Ordinarily, no more than one member shall be from the same discipline department or professional field. Members may serve for consecutive terms.
- b. Responsibilities: To make a recommendation to the Executive Dean for promotions to the rank of Professor II within the college, upon review of all material.

The committee may initiate a promotion review to the rank of Professor II. In that case, it shall function as “nominator,” as referred to in the procedure for promotion to Professor II.

5. Rules of Procedure Committee

- a. Membership: In addition to regular membership the Secretary of the Faculty shall be a voting member. The Parliamentarian of the Cook College Faculty shall also serve, *ex officio*.
- b. Responsibilities: To act as the bylaws committee for the college, to review and recommend changes in the bylaws, and receive and review recommendations from the faculty for changes in the bylaws.

To supervise the preparation of a current edition of the bylaws for periodic distribution to the members of the faculty.

To interpret the bylaws in cases where they may be found to be ambiguous or incomplete.

6. Affirmative Action, Diversity and Equal Opportunity Committee

- a. Membership: In addition to the regular membership, there shall be two students and one representative of the support staff at the college, appointed by the Executive Dean on nomination by the outgoing committee.

Ex officio members: The Director of the Cook College Equal Opportunity Fund, the Assistant Dean for Personnel, and the Affirmative Action Officer of Cook College.

The committee should have no more than two members from any one department.

- b. Responsibilities: To advise the Executive Dean and the college Affirmative Action Officer in monitoring affirmative action progress and developing updates, goals and timetables in relation to the college's affirmative action plans.

To assist the Affirmative Action Officer in preparing a yearly report to the Cook College faculty including an analysis of women and minorities in relation to rank, tenure, and promotions.

To act as a hearing board for complaints about discrimination from students, faculty members or support staff who wishes to explore a problem informally, as requested.

To monitor college recruitment procedures through review of UPF-1 forms submitted by Department Chairs in addition to other pertinent data.

To work with the Affirmative Action Office to insure that all departments are informed of university commitments to affirmative action and other suitable information.

To be informed about university and college efforts to increase the number of minority and disadvantaged students and to call attention to a need for action in this area, should such need emerge.

7. Library Committee

- a. Membership: In addition to the regular specifications, there shall be two student members. The Librarian of the Stephen and Lucy Chang Science Library shall serve *ex officio*.
- b. Responsibilities: To become knowledgeable about the potential and reciprocal responsibilities for university Library services, participating actively and jointly with the librarians in all libraries serving Cook College in developing and supporting library staffing, collections, and services responsive to and meeting the needs of students and faculty members, as well as of Experiment Station faculty members and staff.

The Chair along with one other faculty member and two student members of the Library Committee will be designated as the Cook College representatives to the Mabel Smith Douglass Library Committee.

8. College Planning Committee

- a. Membership: There shall be a total of nine elected faculty members, six from teaching and research and three from extension. Only one faculty member from a department may serve on this committee. One undergraduate and one graduate student will also serve annually, with the privilege of successive terms.
- b. Term of Office shall be for three years, with three elected each year.
- c. Quorum shall consist of seven members.
- d. Responsibilities: The duties of this committee will be to advise the Executive Dean on (1) program priorities in the area of faculty line assignments, teaching, research and Cooperative Extension in relation to resources to be allocated to the college, (2) it will make funding and resource allocation recommendations on the current budget and suggest strategies for the future and (3) long-range planning (three to five years) in the areas listed above.

To examine the role of the college within the framework of the university and of the three functions of the college.

The Committee will meet a minimum of four times a year with the Executive Dean. They will also prepare an annual report, making recommendations concerning the state of the college as an integral part of Rutgers University.

9. International Programs Committee

- a. Membership: Six or more faculty members appointed by the Executive Dean.
- b. Term of Office: One year.
- c. Responsibilities: To advise the Executive Dean and Program Deans regarding appropriate college/experiment station-wide international activities.

10. Plant Variety Release Committee

- a. Membership: Six faculty members, drawn from appropriate departments and/or centers, will be appointed by the Dean of Research/Director of the NJAES. *Ex officio* members include the NJAES Director or his/her designee, the Director of the Rutgers Office of Corporate Liaison and Technology Transfer, and the Senior Manager of the Cook NJAES Regional Office of Corporate Liaison and Technology Transfer.
- b. Term of Office shall be three years, with staggered terms so that two members will be replaced each year. Members may serve consecutive terms.
- c. Quorum shall consist of four voting members or alternates authorized by the chairperson of the committee. All decisions are made by the majority of the voting members or authorized alternates present.
- d. Responsibilities: The Plant Variety Release Committee is responsible for recommending policy guidelines for plant variety and germplasm releases generally and for reviewing and making recommendations to the NJAES Executive Director concerning each proposal for the release of new plant varieties including protected varieties.

11. The Professional and Continuing Education Committee
- a. Membership: Six faculty members, three from teaching and research appointed by the Dean of Academic and Student Programs and three from Extension appointed by the Dean of Outreach. The Director of Professional and Continuing Education shall serve *ex officio*.
 - b. Terms of Office: Faculty members shall serve for three years, with privilege of reappointment
 - c. Responsibilities: To assist the Director of Professional and Continuing Education in evaluating current professional and continuing education programs, and to make recommendations to the director for possible new programs, new and innovative strategies, and sources of funding.

To stimulate interest and support for the professional and continuing education program throughout the Cook College community.

12. Cook College Buildings, Grounds and Infrastructure Committee
- a. Membership: Three elected faculty members, three faculty members appointed by the Executive Dean and three students chosen by the Cook College Council.

Ex officio members: The Executive Dean, the Associate Dean for Administration, the Director of Physical and Capital Planning or his/her designee, the Director of Cook/Douglass Facilities Maintenance Services, the Director of Cook/Douglass Housing and the Chair of the Planning Committee or his/her designee.

- b. Terms of Office: Faculty members shall serve three years, with membership staggered so that in any one year no less than two members will be added. Student members shall serve for one year. All members may succeed themselves.
- c. Responsibilities: To advise the Executive Dean and the faculty on all plans and/or proposals that impact upon the environmental and educational quality of the Cook College campus. The committee will prepare and present to the faculty an annual report on the state and status of campus facilities.

13. Communications and Outreach Committee
- a. Membership: Three elected faculty members and three faculty members appointed by the Executive Dean and the Dean of Outreach.
 - b. Terms of office: elected faculty members shall serve three years; appointed faculty members shall serve for one year. All members may succeed themselves.
 - c. Responsibilities:
 - (1) Implement a study of how the College is perceived by its members, stakeholders, and the public, in terms of its teaching, research, and outreach missions, and use the results to design a proactive outreach effort to attract students and faculty and to enlist the participation and support of stakeholders and the public.
 - (2) Encourage departments and centers to establish scientific displays and/or tours throughout the year and at special events such as Ag Field Day.

- (3) Promote increased demonstrations and lectures on controversial or future trends on topics of particular concern to New Jersey.
- (4) Strengthen relationships between Cook College and its alumni through an alumni action plan and creation of a Cook campus office and liaison for the Cook/CAES Alumni Association.
- (5) Improve public relations, including the development of e-mail address lists for ready communication with constituents.
- (6) Establish, maintain and promote a redesigned Internet Web site highlighting relevant research and research products at Cook College; create greater consistency among departmental, institute, and other sites; and develop a searchable database with linkages to other sites that establishes Cook as a “gateway” to information about the core areas of agriculture, natural resources, the environment, and the well-being of people and communities.

14. Administrative Performance Reviews Committee

- a. Membership: Nine elected tenured faculty members, six from teaching and research and three from Extension.
- b. Terms of office: Faculty members shall serve for three years. Three members will rotate off this committee each year.
- c. Responsibilities: To conduct performance reviews of the Executive Dean, the Dean of Academic and Student Programs, the Dean of Research and the Dean of Outreach. The review of the Executive Dean should be accomplished in conjunction with the University’s review and with the permission and input from the Executive Vice President for Academic Affairs. The reviews of the Program Deans must be coordinated with the Executive Dean. These reviews will be conducted after the persons have been in office for five years. The Dean being reviewed will submit to the committee a job description, lists of accomplishments, plans for the future and a self-evaluation. The committee will also solicit input on job performance from a variety of sources including but not limited to faculty, students, Cook College Council, stakeholders, Board of Managers and alumni. The committee will structure the performance review to indicate areas of strength, areas requiring improvement and a rating system. Upon completion of the review the committee will meet with the appropriate dean to discuss the performance review. The Dean may submit a written response for the review. After meeting with the Dean the committee will present a summary of the review along with the response from the Dean at a faculty meeting. The committee’s report and the Dean’s response will be forwarded to the President of the University.

15. Technology and Patents Review Committee

- a. Membership: Six faculty members, from different disciplines but with intellectual property experience, will be appointed by the Dean of Research and Graduate Programs/Senior Associate Director for Research, NJAES. *Ex officio* members include the Dean of Research or his/her designee and the Senior

Manager of the Cook/NJAES Regional Office of Corporate Liaison and Technology Transfer.

- b. Terms of Office: Faculty members shall serve three years, with membership staggered so that in any one year no less than two members will be appointed. Members may serve consecutive terms.
- c. Quorum: A quorum shall consist of four voting members or alternates authorized by the chairperson of the committee.
- d. Responsibilities: To review and advise the NJAES Executive Director as to each proposal to seek intellectual property protection for inventions. Given the Cook/NJAES land grant mission of economic and industry development, the committee will examine the best procedures for transferring the technology to private and public entities, the best procedures to protect the intellectual property, and the potential for successful licensing of the technology. The committee is responsible for recommending policy guidelines for intellectual property protection and licensing.

C. Academic and Student Programs Committees

Membership shall include six faculty members (unless otherwise noted) who are voting members of the Academic Forum. At least one half of these members shall be elected by the faculty, and the remaining members shall be appointed by the Dean of Academic and Student Programs or his/her designee unless otherwise noted. Where student members are specified, they shall be elected by students according to procedures specified by the Cook College Council. Students serve one year terms. The Chair of each committee shall be elected by the voting members of the committee without regard to whether that person was elected or appointed.

The Dean of Academic and Student Programs and the Chair of the Academic Forum shall be *ex officio* members of each committee, in addition to one associate or assistant dean who shall serve as staff support for the committee.

Terms of office shall be six years (unless otherwise noted), one member being replaced each year, with elected and appointed members being replaced in alternate years. There must be a lapse of one year before a faculty member may serve on the same committee.

All committees shall report to the Academic Forum and to the Dean of Academic and Student Programs as appropriate, but not less than once during each academic year. The Academic Forum chair will report on behalf of the Academic and Student Programs Committees to the Cook College faculty at all meetings.

1. Admissions and Scholastic Standing Committee

- a. Membership: Six elected faculty members and the Admissions Officer for Cook College, *ex officio*.
- b. Responsibilities: To consider and report to the Academic Forum any proposed changes in admission requirements or procedures in the college, provided they conform to the minimum requirements approved by the University Senate for admission to all colleges in the University. On approval of the Academic Forum, to make policy recommendations to the University Committee on Admissions.

To review and act on requests for waiver or substitution of college and curriculum requirements.

To review the records of students rated deficient in their work and whose weighted numerical average to date does not meet appropriate standards established by the Academic Forum. The committee shall take appropriate action in each case and report its action to the Academic Forum.

To ensure an effective program of student advising.

To consider general problems relating to grades, grading, readmission and other pertinent matters brought to its attention by the Dean of Academic and Student Programs or members of the faculty.

To provide faculty input to decisions involving enrollment at Cook College and the mix of freshman and transfer student admissions.

2. Curriculum and Educational Policy Committee

- a. Membership: There shall be six elected faculty members and two student members.
- b. Responsibilities: To consider the undergraduate curricula of the college as a whole in relation to the objectives of Cook College.

To consider changes in curricular programs, proposals for new undergraduate courses, deletion of old courses or changes in content of courses, and requests for independent majors, and make recommendations to the Academic Forum. Proposals for the consideration of the committee may come from Department Chairs, Undergraduate Program Director/Curriculum Coordinators, the Dean of Academic and Student Programs, the Executive Dean, or the university administration.

To serve in an advisory capacity to the Dean of Academic and Student Programs in matters pertaining to educational policy, to receive and review educational policy proposals originating with the faculty and/or the Academic Forum and students, and to assume the initiative in bringing such proposals to the Academic Forum with its recommendations.

3. Differential Tuition and Special Projects Advisory Committee

- a. Membership: There shall be six elected faculty members and six student members.
- b. Responsibilities: To assist and advise the Dean of Academic and Student Programs by considering appropriate college-wide projects and initiatives.

To assist and advise the Dean of Academic and Student Programs in considering special needs funding requests submitted by departments/curricula in response to the college's annual Special Needs Funding Program.

To assist and advise the Dean of Academic and Student Programs concerning the differential tuition rate for the college.

4. Financial Aid Committee

- a. Membership: There shall be eight faculty members appointed by the Dean of Academic and Student Programs, and *ex officio*, the Director of the Equal Opportunity Fund and the Financial Aid Officer for Cook College.
- b. Term of Office shall be four years with the privilege of successive terms, with two members appointed each year.
- c. Responsibilities: To review on a continuing basis the policies under which scholarship funds and other forms of student aid are administered.

To examine applications for all forms of financial aid and to recommend awards.

5. George H. Cook Honors Committee

- a. Membership: There shall be five elected faculty members, five appointed faculty members, and four student members. The Dean of Academic and Student Programs may appoint additional adjunct members for a one-year term upon recommendation of the Committee.
- b. Term of Office shall be five years for faculty members, with the privilege of successive terms, with one to be elected and one to be appointed each year.
- c. Responsibilities: To review and administer the George H. Cook Scholars Program for the faculty and to search for new ways of encouraging and rewarding superior scholarship.

6. General Honors Program Committee

- a. Membership: There shall be six faculty members appointed by the Dean of Academic and Student Programs. Three are appointed each year.
- b. Term of Office shall be two years.
- c. Responsibilities: This committee insures the implementation of the Cook College General (Four-Year) Honors Program as described in the catalog and as mandated by the university.

7. Judicial Panel

In accordance with the regulations governing Rutgers University, as described in the New Brunswick Undergraduate Catalog, a panel of Academic Forum faculty members and students shall be selected by the Dean of Academic and Student Programs during the first three weeks of the fall semester. From this panel, a Hearing Board of two faculty members and three students shall be selected for each specific case.

8. Student Life and Services Committee

- a. Membership: There shall be six faculty members and six students appointed by the Dean of Academic and Student Programs.
- b. Term of Office: Faculty members shall serve for three years with two appointments each year.

- c. Responsibilities: To advise as appropriate, the Executive Dean, the Dean of Academic and Student Programs, and the Dean of Students on major policies governing non-classroom activities for resident and commuter students.

To make suggestions to the proper university authority concerning general student concerns.

To review the regulations governing the general conduct of students with reference to current problems of student life.

To hear individual complaints in non-academic matters about actions of faculty members, administrative officers, and non-academic personnel.

To review and to make recommendations with respect to the adequacy of counseling and placement services, the Student Health Center, food services, the library, bookstores, Housing and Business Offices, and with respect to such other services that are of interest to students.

To arrange concerts, lectures, and other educational and cultural events.

To review and recommend to the Student Recreation Association Board ways of strengthening the intramural and recreation programs of the college.

9. Teaching Effectiveness and Improvement Committee

- a. Membership: There shall be three elected faculty members and three faculty members appointed by the Dean of Academic and Student Programs. Four students shall also serve on this committee.
- b. Term of Office for faculty members shall be three years, with two new members each year and with the privilege of successive terms.
- c. Responsibilities: To represent to the Teaching Excellence Center general Cook College faculty concerns about the effectiveness of the campus-wide course evaluation procedures as a means of providing useful feedback to instructors and students and of serving as a uniform and objective means of evaluating instruction.

To provide direction for future improvements in course evaluation.

To establish and review guidelines for the peer evaluation of teaching and the development of standards for the assessment of teaching effectiveness.

To assist the Dean of Academic and Student Programs in conducting the annual Academic and Professional Excellence Awards program and to advise the Dean of Academic and Student Programs of possible candidates for additional teaching honors and awards sponsored by the university as well as by state and national professional associations.

To initiate, develop and coordinate formal and informal programs to assist faculty in the improvement of their teaching and to promote the ongoing discussion of teaching effectiveness within the faculty.

D. Ad Hoc Committees

1. To further the work of the faculty, the Executive Dean may create *ad hoc* committees.
2. Ten voting members of the faculty may present a request for an ad hoc committee to any meeting of the faculty. Endorsement by majority vote is required for formation of such a committee.
3. Members shall be appointed by the Executive Dean for the life of the committee.
4. After two years such a committee shall either be established as a standing committee or be disbanded.

E. University Senate Representatives

1. The number of elected representatives from Cook College is determined by university regulations. The number of representatives will maintain the balance of faculty representation as in III.A.1a. Any remaining number of Senate positions beyond the number that can be divided by three shall be elected at large with nominees from each of the areas, in the same two to one proportion.
2. Term of Office shall be three years with privilege of successive terms.
3. Responsibilities: To serve as representatives of Cook College in establishing such university policies as are the function of the Senate.

To assure that the unique interests of Cook College are appropriately represented to the Senate and its committees.

F. Cook College Council Representatives

1. The number of faculty representatives is determined by the bylaws of the Cook College Council.
2. Term of Office shall be one year.
3. Responsibilities: To serve as representatives of the Cook College faculty and participate with the student representatives in fulfilling the purposes of the Cook College Council as stated in its Constitution.

G. New Brunswick Faculty Council Representatives

1. Number of Representatives: Faculty members are represented according to department. Each department of at least fifteen members (including Extension departments) shall elect one representative. Departments of fewer than fifteen members will share representation.
2. Term of Office shall be three years.
3. Responsibilities: To serve as representatives of the Cook College faculty and participate in the New Brunswick Faculty Council.

To report to the faculty on a regular basis regarding this council.

To interact with standing or *ad hoc* committees of the college as needed to facilitate the functioning of those committees with respect to the university.

IV. THE ACADEMIC FORUM

A. Purpose

The broad purpose of the Academic Forum is to address any and all issues which affect the character, availability and quality of undergraduate programs of Cook College.

The Academic Forum will represent the faculty on all academic issues that are clearly the responsibility of the faculty and will recommend policies on issues such as size of student body/total enrollment, standards for admission and graduation, implications of student/faculty ratio shifts, the percentage of courses being taught by part-time faculty members, and will advise on priorities for the distribution of teaching resources, both financial and human.

The Academic Forum will consider and take action on all committee reports and academic proposals brought before it. The actions of the Academic Forum will be presented as recommendations to the Cook faculty for approval.

B. Membership

1. The President and the University Vice-President for Academic Affairs.
2. The Executive Dean of Cook College and the Dean of Academic and Student Programs of Cook College.
3. All other Cook College department chairs, center directors, associate and assistant deans and directors.
4. All Cook College Undergraduate Program Directors/Curriculum Coordinators.

5. All Cook faculty members as described in II.A.
6. Cook College undergraduate academic advisors, part-time faculty members and teaching assistants in courses offered by Cook College.
7. The Director of Professional and Continuing Education.
8. Student Representation
 - a. Student representation in the Academic Forum will be comprised as follows:
 - (1) The President of the Cook College Council or his/her designee.
 - (2) The elected student representatives from committees as specified in III.B.-C.
 - b. Student members shall elect a spokesperson who will represent them on the Academic Forum Executive Committee.

C. Voting Members

1. The Executive Dean, Department Chairs, and Undergraduate Program Directors/Curriculum Coordinators are automatically voting Forum members.
2. All people as indicated in II.B.
3. Any Cook College full or part-time faculty member who has a deep interest in undergraduate teaching may declare annually to the Executive Committee his or her desire to participate in the Academic Forum as an active voting member.
4. All students listed in IV.B.8.

D. Academic Forum Governance

1. Academic Forum Chair
 - a. The Academic Forum shall elect a chair from among its tenured faculty members.
 - b. Term of Office for the Chair shall be three years with a maximum of three successive terms.
2. Academic Forum Vice-Chair
 - a. The Academic Forum shall elect a Vice-Chair from among its tenured faculty members.
 - b. Term of Office for the Vice Chair shall be three years with a maximum of three successive terms.
3. Academic Forum Secretary
 - a. The Academic Forum shall elect a Secretary from among its membership. Any regular voting or *ex officio* member is eligible.
 - b. Term of Office for the Secretary shall be three years, with no limit on successive terms.

4. A Parliamentarian shall be appointed by the Chair, from among the Academic Forum membership, for a one-year term to advise on parliamentary procedure, using the latest edition of *Robert's Rules of Order*.
5. Executive Committee
 - a. The Executive Committee shall be comprised of the Academic Forum Chair, Academic Forum Vice-Chair, Academic Forum Secretary, Dean of Academic and Student Programs, the chairs of all Academic and Student Programs committees, and one student representative.
 - b. The function of the Executive Committee shall be to prepare the agenda for Academic Forum meetings. It shall also receive and evaluate applications for voting membership in the Academic Forum from those faculty members described in IV.C.3 and recommended appropriate action.
6. Quorum shall consist of twenty percent of the voting members of the Academic Forum for the current academic year as defined annually on September 1st. Voting shall be by simple majority, except as otherwise specified in these bylaws.
7. Meeting Frequency
 - a. The Academic Forum shall schedule a minimum of three meetings each academic year as follows:

Fall Semester (1 required)
Spring Semester (2 required)
 - b. Special meetings may be called, following the guidelines outlined for the entire Cook faculty. (II.D.2), using membership numbers appropriate for the Forum.

V. FACULTY ORGANIZATION

A. General Statement

The range of subjects included in the mission of Cook College is so broad that the subjects may be quite logically organized in different ways. The mission of the college requires a structure that provides for the needs of teaching, research, and off-campus education and service.

Cook College is unique in that in addition to the subject matter or discipline departments, there are multidisciplinary undergraduate teaching curricula. As the curricula transcend department lines, it is essential that the responsibilities of Department Chairs and Undergraduate Program Directors/Curriculum Coordinators be defined as clearly as possible. The Dean of Academic and Student Programs shall assist in coordinating the assignments to undergraduate and graduate teaching when necessary.

B. Departments, Bureaus, and Administrative Units

1. Departments

Departments, unless otherwise designated, must consist of at least three tenured faculty members with the rank of Associate Professor, Professor, or Professor II. They are the basic administrative units of the college. Faculties are organized into departments along discipline or functional lines by the Executive Dean, and departments may have several interrelated areas of subprograms. A department is responsible for the development and maintenance of an overall program with undergraduate, non-degree, and graduate teaching, basic and applied research, and Cooperative Extension to meet the needs of students and the people of the State.

A current list of Cook College departments may be obtained from the Office of the Executive Dean.

2. Bureaus, Administrative Units, Centers, and Institutes

Bureaus, administrative units, centers, or institutes are special purpose groups with a specific theme or function. They may be composed of personnel from various departments and are oriented primarily toward research, Cooperative Extension, and service activities. This definition shall include special purpose groups now in existence or created in the future. A list of current bureaus, administrative units, centers, and institutes may be obtained from the office of the Executive Dean.

3. Department Membership

Those Cook College faculty members for whom assignment to a discipline is appropriate, whether on research or Cooperative Extension lines within the budget of the New Jersey Agricultural Experiment Station, or on teaching lines in the general university budget, or any combination thereof, shall be equal members of their respective discipline department except for voting on personnel matters that concern reappointment, promotion, tenure, dismissal, salary improvement, and similar actions. With the exception of nominating ballots for Department Chair, all eligible faculty members shall vote on such personnel matters only in the department that holds the major portion of their line, although input into departmental matters is expected.

The Department Chair shall have a vote on all matters even if he/she does not have a major portion of a line within the department.

Except for voting on personnel matters, faculty members may hold full membership in more than one department. The Executive Dean, acting on the advice of the department concerned, shall effect all changes in department membership.

In the case of split appointments, personnel actions on faculty members will be initiated and carried out by the department holding the major portion of the line while consulting with the department holding the minority portion of the line.

All tenured and tenure-track faculty members of a department shall be consulted on all new tenured and tenure-track appointments to that department, for initial appointment and for transfer of tenured and tenure-track faculty from other academic units. Each department shall develop a procedure, involving all tenured and tenure-track members, to provide

advice, in writing, to the Executive Dean prior to the appointment of tenured and tenure-track faculty members to department membership. This consultation is in addition to the already-defined involvement of the tenured faculty in the appointment process.

4. Department Bylaws

Each department shall adopt a set of bylaws which will be voted upon by the faculty members eligible to nominate for department chair. The department bylaws shall be in accordance with university regulations and the college bylaws.

Department bylaws, at a minimum, shall include provision for the following matters:

- a. Procedures for adding voting and/or non-voting members of the department, in addition to those specified in these bylaws.
- b. A schedule of regular departmental meetings with a minimum of one meeting each six months.
- c. Detailed procedure for the convening of a departmental meeting and a definition of quorum.
- d. Detailed procedure for making recommendations concerning appointments, reappointments, promotions, non-reappointments, and dismissals.
- e. A specific procedure to nominate a search committee to the dean.
- f. Procedures to be used by the department for recommending faculty members of other divisions of the University for voting or non-voting membership in the Cook College faculty as per II.A.6 and II.B.

A copy of the bylaws as adopted by the department shall be forwarded to the Rules of Procedure Committee, which will review them for compliance with the bylaws of the college. Upon approval by the Rules of Procedure Committee, a copy will be filed with the Secretary of the Faculty and the Executive Dean of Cook College and, where appropriate, with the Dean of The Graduate School.

All subsequent amendments shall be forwarded by the department to the Rules of Procedure Committee within thirty days of their adoption for review and forwarding to the appropriate dean(s), as above.

The Rules of Procedure Committee will regularly report to the faculty its approval of department bylaws and their amendments.

5. Department Chair

There shall be a chair for each department of the college, appointed by the Executive Dean.

It shall be the duty of a department chair to have administrative responsibility for the overall program of the department according to the provisions and the regulations governing Rutgers University and departmental bylaws.

- a. Nomination Procedure: When a department includes at least three tenured members with the rank of Associate Professor, Professor, or Professor II, these faculty members are eligible to be on the ballot for department chair nomination to the Executive Dean.

The ballot shall be conducted by the Secretary of the Faculty who shall notify all qualified department faculty members of their eligibility in writing. The letter will include a list of all qualified department faculty members and a request for written notification to the Secretary of the Faculty by a specific date from those who do wish to be candidates for the department chair nominee election. All eligible department faculty members responding will be considered candidates and included on the ballot.

Results of the ballot are confidential and advisory to the Executive Dean.

Only a voting member of the department, who is a Professor II, Professor, or Associate Professor with tenure, is eligible to serve as chair.

- b. Selection: The Executive Dean of Cook College shall appoint a chair for each department and bureau. Whenever a department includes at least three tenured members of the rank of Associate Professor, Professor, or Professor II, the members above the rank of instructor who occupy tenurable line positions and who are in their second or subsequent semester of service in the department and instructors who occupy tenurable line positions with a least one full year of service in the department shall by ballot, conducted by the Secretary of the Faculty, nominate to the Executive Dean one of the eligible persons for appointment as department chair when a vacancy shall occur through expiration of term or otherwise.

In the case of the temporary absence of the Chair, the Executive Dean may appoint, without balloting, an acting chair for a period not to exceed six months. If it is necessary to appoint an acting chair for a period longer than six months, the department shall nominate to the Executive Dean a person to serve in this capacity according to the procedure for the nomination of a chair.

- c. Term of Office shall be three, four or five years, at the discretion of the Executive Dean, with the privilege of successive terms.
- d. General Responsibilities of Department Chairs: To plan with the members of the department a progressive program for the department. To evaluate continuously the instruction, research, and administrative processes of the department, and to make appropriate recommendations to the Executive Dean.

To evaluate periodically members of the department and annually evaluate untenured members, and to report the evaluation as required by the regulations governing Rutgers University.

To recommend appointments, reappointments, promotions, non-reappointment, and dismissals, on consultation with the members of the department on indefinite tenure.

To see that adequate supervision, advice, and training are afforded new members of the department and other members who might profit thereby. In

general, to promote the effectiveness of the department, college, and university by every appropriate means.

- e. Responsibilities in the Teaching Program: To be responsible in consultation with the appropriate Undergraduate Program Director/Curriculum Coordinator(s) for the general supervision of all courses which fall under the subject index numbers assigned to the department by the Office of Academic and Student Programs.

To have primary responsibility for decisions on which courses should be offered and by whom they should be taught, with the concurrence of the Undergraduate Program Director/Curriculum Coordinator(s) and of the Graduate Director(s) when necessary.

To initiate any budget requests or proposals relating to the undergraduate and graduate teaching programs, including below-the-line budget items needed to support courses falling under the department's subject index number(s), and to submit them to the appropriate office.

To initiate corrections and additions to the Schedule of Classes and submit them to Undergraduate Program Director/Curriculum Coordinator(s).

To distribute class rosters and registration printouts to appropriate faculty members in the department.

C. Curricula

A list of the current undergraduate curricula in Cook College may be obtained from the Office of Academic and Student Programs.

1. Curriculum Group Membership
Those faculty members who teach one or more of the undergraduate Cook College courses offered in a curriculum, or who are advisors within the curriculum, including those who do not have the majority of their appointment at Cook College, become members on written notice to the Undergraduate Program Director Curriculum Coordinator. Faculty members may belong to more than one curriculum group.
2. Meetings
Meetings of the curriculum group are called by the Undergraduate Program Directors/Curriculum Coordinators as necessary, but at least once each academic year.
3. Undergraduate Program Director or Curriculum Coordinator
The Undergraduate Program Director or Curriculum Coordinator is responsible for the supervision, operations, and academic quality of the undergraduate programs in his or her curriculum and for keeping the appropriate Department Chair(s) informed about all aspects of the undergraduate programs of study.

a. Selection

- (1) In those instances in which program requirements are wholly or largely delivered by the faculty of a single department, the Department Chair, in consultation with the faculty, recommends to the Dean of Academic and Student Programs the appointment of an undergraduate program director.

At the discretion of the Department Chair, this individual may also serve as Vice-Chair.

- (2) In those instances in which the program requirements are delivered by faculty from two or more departments, the curriculum faculty shall by ballot nominate one member to the Dean of Academic and Student Programs to serve as Curriculum Coordinator. The Dean of Academic and Student Programs will consult with the appropriate department chairs prior to making the appointment.
- (3) In those instances in which the program requirements are primarily the responsibility of a faculty group outside of Cook College, the Dean of Academic and Student Programs will appoint a Curriculum Coordinator.

b. Term of Office shall be three years, with the privilege of successive terms. The incumbent may be reappointed after consultation with the faculty, as outlined in section V.C.3a.

c. Responsibilities: The Undergraduate Program Director/Curriculum Coordinator is responsible, in consultation with the department chair(s) and faculty, for facilitating the offerings of the academic programs. The department chair(s), however, have the ultimate responsibility for the allocation of resources and faculty assignments.

Specific responsibilities of the Undergraduate Program Director/Curriculum Coordinator include the following:

- (1) To represent the curriculum to prospective students.
- (2) To admit students into the curriculum, assign advisers, review senior evaluations and transcripts to verify requirement satisfaction, and recommend variances from curriculum requirements.
- (3) To convene the curriculum faculty to review and update the curriculum.
- (4) To work with the department chair(s) in the assignment of faculty teaching loads.
- (5) To share with the department chair(s) the responsibility for course and curriculum quality.

- (6) In consultation with the department chair(s), to schedule course meeting times and complete course construction sheets.
- (7) To advise the department chair(s) of the budgetary and staffing needs of the curriculum.
- (8) To participate in the recruitment of new faculty for the undergraduate program, to assist in the development of a job description and preparation of the LARF form, and to participate in the search process.
- (9) To participate in the evaluation of teaching effectiveness and provide input to the reappointment/promotion process.
- (10) To serve as curriculum spokesperson at meetings of the Curriculum and Educational Policy Committee, the Admissions and Scholastic Standing Committee, and The Academic Forum.
- (11) To gather student views on program content and operations and communicate findings to appropriate faculty groups and college administrators.

D. Graduate Programs

The Graduate School – New Brunswick is responsible for all instruction at the graduate level in all degree programs offered through the faculty of Cook College departments. Bylaws of The Graduate School will govern faculty participation in graduate programs.

E. Faculty Recruitment

Meeting the long-range goals of the college involves consideration of the needs for teaching, research, and, in some cases, Cooperative Extension. The improvement or maintenance of the quality of programs in the undergraduate curricula is the responsibility of the Undergraduate Program Director/Curriculum Coordinator. Graduate Directors have similar responsibilities in relation to graduate programs, and Department Chairs for the overall department programs. Thus, it is essential to coordinate efforts in establishing the needs for positions, whether new or vacant, and in determining the qualifications of the individual to fill the position.

Undergraduate Program Directors/Curriculum Coordinators and Graduate Directors should express their needs for positions to the appropriate Department Chair, to the Dean of Academic and Student Programs, and, in some cases, to the Dean of Research/Director of the Agricultural Experiment Station. The latter two will be responsible for assigning available budget lines, or parts of lines, to the departments to meet the needs.

Generally, the Department Chair, in consultation with those who have direct interest in the position, shall prepare a job description and the Line Allocation Request Form (LARF). The department shall nominate to the Executive Dean suggested faculty members for a search

committee. The Executive Dean appoints the search committee, normally of faculty members nominated by the department, but may also appoint other appropriate persons to a number less than the number of department members appointed. The Search Committee shall have an odd number of members. The Department Chair shall not be the chair of the Search Committee, unless specifically named by the Executive Dean.

When a Cooperative Extension position is appropriately associated with a discipline department, that discipline department shall be represented on the Search Committee by at least one member. The chair of each Search Committee shall submit UPF-1 forms and other pertinent data to the Affirmative Action and Equal Opportunity Committee for review prior to the conclusion of the search.

VI. SEARCH COMMITTEE FOR THE EXECUTIVE DEAN

In the event of a vacancy in the position of Executive Dean and Director of the New Jersey Agricultural Experiment Station, the President shall appoint an Acting Executive Dean and Director of the New Jersey Agricultural Experiment Station and an Executive Dean Search Committee. Nominees for the committee will be selected by the appropriate groups as follows:

- A. The faculty will elect four representatives from faculty members funded by Teaching and Research lines and two from faculty members funded by Cooperative Extension. The Secretary will conduct the election within thirty days of the announcement of the vacancy, and the election will be conducted as specified in III.A.1b.
- B. The Board of Managers will designate two representative members.
- C. The Alumni Association will designate one representative member.
- D. The Cook College Council will designate one student representative.
- E. The State Board of Agriculture will designate one representative member.

The names of the nominees will be forwarded to the University Vice-President for Academic Affairs, who will, in turn, report to the President.

The President may designate additional members.

VII. AMENDMENTS

Proposed amendments to these bylaws shall be submitted to the Rules of procedure Committee. After consideration and evaluation by the Committee, amendments shall be circulated as specified for resolutions in sections II.E.2. – 3. A two-thirds majority at a regular or special meeting shall be required for approval.

Cook College Bylaws Adopted December 12, 1984

Amended March 25, 1987 and December 17, 1987

Amended April 23, 1990

Amended April 26, 1991

Corrected, updated and revised October 1993 (Rules of Procedure Committee)

Amended December 16, 1993

Amended March 16, 1994

Amended September 19, 1994

Amended September 27, 1995

Amended December 12, 1995

Amended September 24, 1997

Amended December 4, 1997

Amended April 30, 1998

Amended September 23, 1998

Amended May 2003

The School of Arts & Sciences – Newark
By Laws

BY-LAWS OF THE FACULTY OF ARTS AND SCIENCES

SECTION I. PURPOSE OF THE BY-LAWS

1. As a Faculty of Arts and Sciences of Rutgers University we have five basic responsibilities. These are:

First, to formulate and implement policies designed to offer the best possible opportunities for higher education in the liberal arts and professional studies, serving a diverse full-time and part-time, day and evening student body in an urban setting. Through the time honored objectives of excellence in teaching, advisement and research, the Faculty will seek to attain:

- a. Understanding of our physical, biological, social and cultural environments,
- b. Skills necessary to examine evidence critically in order to formulate independent judgments and conclusions, and
- c. Skills and experience necessary to foster enjoyment and creativity in the liberal arts and sciences.

Second, to collaborate with other academic institutions in order to enhance the intellectual resources necessary to support undergraduate, professional and vocational programs offered by Rutgers and its sister institutions of higher education;

Third, to contribute new knowledge, understanding, skills and experience through research, scholarship and creative efforts;

Fourth, to interact with other professionals in our various disciplines through publication and meetings so as to disseminate our contributions and to learn of theirs;

Fifth, to make available to people generally our knowledge, understanding, skills and creative work so that they may be served, enriched and enlightened.

2. The basic purpose of these By-Laws is to facilitate meeting those responsibilities. These By-Laws shall not contradict University Statutes.
3. Although instructed and governed by one common Faculty of Arts and Sciences, Newark (FASN), the Newark College of Arts and Sciences (NCAS) and University College, Newark (UCN) shall remain separate colleges, each with its own mission, student body, admissions standards, distribution requirements and graduation requirements. NCAS shall continue to exist as a day college serving primarily younger, full-time students. UCN shall continue to exist as an evening college serving primarily older, part-time students.

4. It should be noted that the aforementioned responsibilities and distinct missions of the two colleges cannot be effectively carried out without each eligible member of the FASN actively participating by being available to serve at least once during a three-year period on the various committees created under these By-Laws (see below Sections VIII & IX).
5. In accordance with the goals outlined above, FASN may enter into agreements with NJIT to form close relationships between the two units, while preserving institutional identities. Such collaborative relationships may take many forms; indeed, a wide variety of informal cooperative arrangements already exist between a number of departments at the two colleges. In order to promote more fully inter-institutional collaboration in teaching, research and program development, provision is made in these By-Laws for the creation of Federated Departments to be formed out of similar disciplines at NJIT and FASN. It is envisaged that close cooperation will develop between standing committees of the faculty at the two institutions.
6. The Faculty of Arts and Sciences, other units of the Rutgers system based at Newark, and the various colleges and schools at the New Jersey Institute of Technology all have individual and distinctive missions. For FASN it is the liberal arts and sciences tradition represented in its essentials through the various academic departments. These By-Laws provide for the possibility of federation with disciplinary counterparts at NJIT, as well as permitting less formally structured collaborative or cooperative arrangements. All such combinations require the consent of the members of the department concerned, and federation further requires the agreement of a majority of the faculty at FASN at a regularly scheduled meeting. No discipline currently represented at FASN may be eliminated through federation without the consent of both the Rutgers department and two-thirds of the faculty as a whole as provided in Section V. of the By-Laws.
7.
 - (a) Course loads and support services for faculty shall be distributed equitably without regard to prior affiliation.
 - (b) Student services and support shall be available to all students on an equitable basis and in a manner attentive to their different needs and schedules.
 - (c) Every reasonable effort shall be made to insure that the allocation of faculty without each department to day and evening courses reflects that department's composition of full-time and part-time faculty and the distribution of senior and junior faculty.
 - (d) Budgetary formulae shall be applied consistently across the colleges, and where budgetary support is tied to enrollment, resource allocation to day and evening colleges shall follow on day and evening enrollment respectively.
 - (e) The Appointments and Promotions Committee shall insure that no candidates are in any way disadvantaged by virtue of their past or present affiliations with one or the other collegiate units.

SECTION II. MEMBERSHIP

Voting Members

1. The voting members of the Faculty of Arts and Sciences, Newark, shall include the following: the President of the University, the Senior Vice-President for Academic Affairs; the Newark Provost; The Dean of the Faculty of Arts and Sciences, Newark; The Dean of Instruction of the two colleges; all full-time members of the Faculty of Arts and Sciences, Newark (including those on leave) holding the rank of Professor, Associate Professor, Assistant Professor; full-time Instructors who have served at least one year; Chairpersons of Federated Departments; members of research and extension staff of NCAS and UCN of equivalent rank; the Director of the Educational Opportunity Fund (EOF); the Librarian of Dana Library; and such officers of instruction and administration as the Faculty of Arts and Sciences, Newark, may designate.

Non-Voting Members

2. The non-voting members of the Faculty of Arts and Sciences, Newark shall consist of the following:
 - a) All full-time faculty members budgeted to units on the Rutgers-Newark campus other than FASN who are invited to teach in a FASN disciplinary department, during the tenure of such teaching only. Also, all full-time Lecturers and Visiting Faculty members during the tenure of their relevant department appointment with voice, but not vote, on all faculty matters; b) All library faculty on the Rutgers Newark campus other than the Director assigned to the Dana Library; c) all NJIT faculty members (other than those who are Federated Department Chairs) who are members of Federated Departments as defined in Section V. Such associate members will have the right to attend all FASN meetings with voice, but no vote.

SECTION III. THE DEAN OF THE COLLEGES

1. The Dean of the Faculty of Arts and Sciences, Newark, has a primary responsibility for the governance of the colleges. University statutes charge the Dean with the administrative supervision of the colleges, leadership of the Faculty in carrying out its responsibilities, and with the advice of department chairs, the development of the budget.
2. The Dean shall be accountable to the Faculty of Arts and Sciences, Newark, and shall maintain open communication and consult with the Faculty concerning both resource allocations and long-range planning. The Dean shall also maintain open communications with individual departments regarding resource allocations and long range planning relevant to the department's mission. The Dean shall be the Faculty's advocate to the Provost, the Central Administration, and to the public at-large, and shall help resolve conflicts of interest among faculty members so that collegiality is maintained.

3. It is the responsibility of the Dean to insure that academic decisions of the Faculty are carried out and that the statutes of the University and the By-Laws of the Faculty are adhered to by all members of the College community.
4. The Dean shall be assisted by an Associate Dean of Faculty for Academic Affairs. The Associate Dean for Academic Affairs shall assist the Dean in his/her functions and act in his/her absence.
5. The Dean shall also be assisted by a Dean of Student Affairs who shall coordinate scholastic standing, scheduling registration and similar related matters, and work directly with the Department Chairs on matters relating to the instructional mission of the respective college.
6. The Dean of FASN and the Associate Dean of Academic Affairs shall each be a tenured member of one of the departments. Ordinarily, none of the Deans shall vote on departmental affairs.
7. The Dean of FASN and the Associate Dean for Academic Affairs shall each be tenured members of one of the departments. A newly appointed Dean of Instruction shall be a tenured member of one of the departments. None of the Deans shall vote on departmental affairs.

SECTION IV. OFFICERS

1. The officers of the Faculty of Arts and Sciences, Newark, shall be the Faculty Secretary, the Parliamentarian, University Senators, Representatives to campus-wide committees and the members elected to faculty committees. Nominations to each of these positions, except for the Parliamentarian and members of the Committee on Governance, By-Laws and Nominations, shall be made by the Committee on Governance, By-Laws and Nominations and additional nominations may be made from the floor of a Faculty meeting. Where positions are contested, election shall be by mail, secret ballot. In the case of ties, run-offs shall be held; the case of a tie in the run-off, the deciding ballot shall be cast by the Dean. The results of all faculty votes, including numerical totals, shall be promptly reported to the faculty, either directly at the meeting wherein the vote is taken or promptly to the departments for distribution.
2. The Faculty Secretary shall be elected by the faculty for a term of two years. The Faculty Secretary shall not normally be re-elected to an immediately succeeding term. The Faculty Secretary shall see that accurate minutes of Faculty meetings are kept and distributed to the members, shall supervise elections of faculty officers and shall serve ex officio on the Committee on Governance, By-Laws and Nominations. The Faculty Secretary shall keep the By-Laws updated and insure their distribution to the Faculty.
3. The Parliamentarian shall be appointed by the Dean for a term of one year, subject to reappointment by the Dean. The Parliamentarian shall advise the Faculty and the Dean on parliamentary procedures. Matters of substance concerning procedure shall be referred to

the Committee on Governance, By-Laws and Nominations, on which Committee the Parliamentarian shall sit, ex officio.

4. University Senators shall be elected by the Faculty to serve three-year terms, staggered so that one-third of their number are elected each year. Their number and their duties shall be determined according to University Statutes. The Senators shall designate one of their number to report to the Faculty at each Faculty meeting.
5. If, as strongly urged by this Faculty, the Provost should establish campus-wide assemblies or committees, they shall be chosen in the manner of other elected Faculty officers.

SECTION V. DEPARTMENTS

1. Each member of the faculty shall be assigned through normal departmental personnel procedures to a department consisting of members in the same or corresponding FASN academic disciplines. FASN departments will have the right to form Federated Departments with NET faculty in corresponding disciplines in accordance with procedures detailed below. When a faculty member's responsibilities fall in the domains of more than one department, whether at FASN or NJIT, his or her Dean shall designate one of them as the primary department where all personnel actions, scheduling, administrative support, etc., will be undertaken. A faculty member shall vote in his or her primary department.
2. FASN undergraduate academic departments and programs may offer courses to students of NJIT. Similarly, students from UCN and NCAS may register for courses at NJIT with departmental approval, where necessary.
3. Recommendations for the establishment, elimination, or combination of departments within FASN may be made only after open hearings by the FASN Planning and Budget Committee and after subsequent approval by a two-thirds vote of the voting members of the faculty. Should a department present evidence to the FASN Planning and Budget Committee that indicates inability to carry out its mission as specified in these By-laws, owing to inadequate resource allocation, the Committee may meet with the Dean to discuss the department's concerns. Following these discussions with the Dean and by majority vote, the Committee may conduct open hearings on these concerns. Any proposals for establishment, elimination, or combination of departments within FASN shall be forwarded to the Board of Governors in accordance with University regulations.
4. (a) The appellation "Federated Department" recognizes that each federated department has been created out of two separate departments or divisions, one at NJIT and one at FASN-Rutgers. The procedures for formation of the federated department will be as follows. Whenever a majority of members of a FASN department and a majority of members in the same discipline at NET agree to a federation, the chair of the FASN department will bring such a proposal for federation to the FASN. A recommendation for the establishment of a Federated Department shall be made to the Dean only after

- it is approved by a simple majority vote at a plenary session of the FASN. Such recommendation shall take effect after it is approved by the appropriate constitutional authorities at Rutgers University and NJIT.
- (b) Federated Departments will review the issue of federation every three years. If, during such a review, either a majority of members of any one unit of a Federated Department, or a 2/3 majority of the full membership of a Federated Department, vote in favor of dissolution such a Federated Department will be considered as dissolved at the end of that academic year. Furthermore, if the Chairperson of a Federated Department which has voted to dissolve itself is a member of the NJIT faculty, a new election for a Chairperson will be held for the FASN Department.
5. The Dean shall appoint in each FASN and Federated Department a member to the Department Chair. The Chairperson of the Federated Department can be either a member of FASN or NJIT. In the case of Federated Departments, the appointment becomes effective as soon as the Deans of both institutions have agreed to the appointment. Normally, that member shall be tenured at the rank of associate professor or professor. The term shall be determined by vote of the department, but shall not be for more than three years. No individual shall serve more than six successive years, unless two-thirds of the eligible voting members of the department vote to waive this rule.
 6. When a Department Chair is to become vacant, the department must nominate to the Dean a candidate for the position in accordance with the following procedure. In the case of FASN departments, the Faculty Secretary shall circulate to all voting members of the faculty who are assigned to the department as their primary department a ballot and a slate of candidates. In the case of Federated Departments, the FASN and NJIT Deans will jointly appoint the Faculty Secretary from one institution or the other to carry out these responsibilities. When there is at least a total of three associate professors and professors in a department, the slate shall include all of them who are eligible for nomination. When there is less than a total of three associate professor and professors, the slate shall include the assistant professors as well. In the case of Federated Departments, the chairperson ordinarily should be at the rank of a tenured associate professor or above. Prior to the balloting, those who do not wish to serve must be given an opportunity to indicate that fact on the ballot. The ballot shall be marked in secret and returned to the Faculty Secretary, who shall, in turn, make the results of the voting, with the number of votes cast for each candidate, known to the Dean and to the members of the department. Nomination shall be by simple majority. If no candidate receives a majority, a run-off shall be held between the two individuals with the highest number of votes. If there is a tie in the run-off, a re-balloting shall be held. If this ends in a tie, selection shall be made by the Dean.
 7. If the Dean rejects the nominee of the department, he or she shall meet with the voting members of the department as a group to make the reasons known. If agreement is not reached at that meeting, the FASN department may appeal to the FASN Committee on Review for a final recommendation to be made by the Dean. In the case of Federated Departments, a joint FASN/NJIT Committee on Review comprised of two tenured

members from each institution will be empanelled to provide a final recommendation to the FASN and NJIT Deans. For FASN, the two elected members (or the elected alternates) of the FASN Committee on Review will serve as the members of the joint FASN/NJIT Committee on Review.

8. The Dean shall make the person chosen for the Department Chair known no later than February 15th of the year he or she is to take office on July 1. Normally, persons who serve in the Department Chair should receive a calendar year appointment for the duration of their term in office and should carry a diminished teaching load.
9. Under extraordinary circumstances, the Dean may appoint a faculty member to occupy the Department Chair in an acting capacity for a period of not more than one academic year.
10. The occupant of the Department Chair of an FASN or Federated Department is the chief administrative officer of the department, charged with the task of supervising the daily activity of the department in accordance with University Statutes. His or her primary duties are to insure that adequate personnel and facilities are available for effective instruction and research in the disciplines represented by the department, and to provide effective leadership for planning, growth and improvement of the department. In conjunction with the members of the department, he or she shall recruit and orient new members, evaluate the members, curricula and programs of the department, see that students are properly advised and evaluated, develop the budget and allocate the resources of the department, and assign department members to their teaching and other tasks. Courses will be assigned to teachers after consultation with the department members involved. He or she shall also see that the department makes as effective as possible a contribution to graduate and professional educational programs appropriate to its disciplines, as well as to correlative undergraduate programs within the colleges. The occupant of the Department Chair is accountable to the members of the department, to the Dean and to the Faculty at-large.
11. Members of the department normally should bring all matters of departmental concern to the attention of the occupant of the Department Chair before approaching any dean, provost or higher administrative authorities.
12. Each department shall promulgate its own By-Laws, which in no instance may contradict the By-Laws of this Faculty or the Statutes of Rutgers University. In the case of Federated Departments, such By-Laws may not contradict the By-Laws of FASN or the Statutes of Rutgers University or NJIT.
13. Both in the case of FASN departments as well as Federated Departments only tenured members of FASN in each department shall constitute the Department's Personnel Committee. Members of equal and higher rank than that proposed for a candidate for appointment, reappointment or promotion shall, after full and adequate discussion, evaluate the candidate and forward that evaluation to the Dean before personnel action is taken by the College and the University. When there are fewer than six tenured faculty

members at or above the proposed rank of a candidate for promotion or reappointment, the Dean shall be guided by the appropriate University Statutes. In FASN Departments with fewer than six faculty members eligible for the Department Personnel Committee, the full-time tenured faculty in that department shall nominate to the Dean faculty members from other departments to augment the personnel committee. If the Dean does not accept the department's nomination, he/she shall provide a written rationale to the department for his/her rejection of its nominees. In the case of reappointment and promotion, departmental evaluations shall include evaluations by students of the candidate's teaching effectiveness.

In the case of Federated Departments, the responsibility for preparing and administering appointment, reappointment and promotion packages will be in the hands of the current chair whether he or she be a faculty member in FASN or NJIT. In accordance with University procedures, tenured members of FASN at or above the rank for which appointment, reappointment, tenure or promotion is being considered will evaluate the candidate and vote; tenured members of NJIT at appropriate rank will participate in the evaluation of such a candidate but record the evaluation in the form of a memorandum which will accompany the packet. Faculty members who are tenure track at the inception of the Federated Department shall have the choice at the time of tenure evaluation of being considered only by the faculty members who would have evaluated him or her if federation had not occurred. If the faculty member chooses the latter method and the chairperson is not a tenured member of her or his home institution, the Dean shall select one of the tenured members of the home institution to act as chair.

The departmental narrative accompanying each reappointment and promotion packet shall be made available to all voting members of the Personnel Committee. A minority report may be submitted. In the case of new appointments, reappointments and promotions, all department members shall have the right to express their views to the Personnel Committee.

14. Each department shall make provision in its By-Laws for a student-faculty committee which will address itself to the resolution of conflicts that may arise between students and faculty members, and also work to facilitate communication outside the classroom between students and faculty members. In the case of Federated Departments, this may require that students from both institutions be represented on such Committees.
15. Each department shall hold at least two meetings per year for which minutes shall be kept and made available to all members.

SECTION VI. COUNCIL OF CHAIRPERSONS

1. There shall be established a Council of Chairpersons, composed of all current FASN and Federated Department chairpersons. It shall meet at regular intervals to discuss all administrative and academic questions of concern to NCAS and UCN and to facilitate communication between the Dean and NCAS, UCN and NJIT, when appropriate.

SECTION VII. COUNCILS

1. The Dean shall appoint Councils of the faculty to be responsible for the academic programs that transcend the responsibilities of any one department.
2. A Faculty Council shall have at least five members from at least two departments, with the Dean or his or her representative serving ex officio, with voice by no vote. A Council may be proposed either at the initiative of the Dean or by petition of faculty members. In the event that the Dean opposes such a petition, the matter shall be decided by majority vote of the Faculty at the first faculty meeting held after the issue is raised.
3. The Council shall establish its own procedures within the general practices of the colleges and the University, and shall determine its own membership. Each Council shall report its activities in writing to the Faculty at least once each year. A Council may be dissolved by action of its own members or by the Dean, subject to Faculty review.

SECTION VIII. FASN STANDING COMMITTEES

1. Ad Hoc Committees may be formed for specific purposes at the initiative of the Dean or by mandate of the faculty. Members may be either appointed or elected to serve until the specific purpose of the Ad Hoc Committee has been achieved, at which time the Committee shall be dissolved. Each Ad Hoc Committee shall report its activities in writing to the Faculty at least once each year.
2. The Standing Committees of the Faculty of Arts and Sciences, Newark are: Affirmative Action; Appointments and Promotions; Courses of Study; Governance, By-Laws and Nominations; Library; Planning and Budget; Review; and Teaching Effectiveness. Terms of members of Standing Committees shall begin on the first day of classes in the fall and end on the day their replacements take office. Except where noted, ex officio members of the Standing Committees shall have voice but no vote. All voting members of the Faculty who have regular academic appointments are eligible to be elected or appointed to Standing Committees, except that a member may not be elected or appointed to the committee on which he or she serves ex officio. Each Standing Committee shall report its activities in writing to the faculty at least once each year.
3. The person who chaired each Standing Committee during the previous year shall convene the Committee for its first meeting of the fall semester. Should that person be unavailable, the Dean or his or her representative shall convene the Committee for the first meeting. At the first meeting, the Committee shall choose one of the members to serve in the chair for the year, and shall choose another of its members to act as Recorder. Each Standing Committee shall establish its own procedures within the general practices of the colleges and the University. When a new Committee is formed with staggering terms of membership, the length of the initial term shall be determined by lot.
4. In any Committee for which student members are mandated, the respective student governing bodies shall appoint student representatives. If after eight weeks, following the

beginning of the fall semester, there are any student representatives not yet selected, then the appropriate Dean of Students, in due consultation with the corresponding student governing body, shall make the appointments.

SECTION VIII-A. APPOINTMENTS AND PROMOTIONS COMMITTEE

There shall be Appointments and Promotions Committees advisory to the Dean of the Faculty of Arts and Sciences and their membership shall be drawn from a pool of fifteen tenured members, five from each of the three divisions of the Faculty. Within each division three of the five members must be full Professors. For purposes of these By-Laws these divisions are defined as follows:

***Humanities and the Arts**

Classical & Modern Lang. & Lit.
English
History
Visual & Performing Arts
Philosophy

***Sciences and Mathematics**

Biological Sciences
Chemistry
Math & Computer Sciences
Physics
Geology

***Social Sciences Arts**

Economics
Political Science
Social Work
Sociology & Anthropology
Psychology

**Eligible tenured members of the departments of Urban Education, Afro-American Studies and Psychology shall be distributed among these three divisions of the Appointments and Promotions Committee pool in accordance with their scholarly credentials. Cases for reappointment, promotion, and tenure of faculty from the Urban Education, Afro-American Studies and Psychology Departments and candidates from other departments deemed appropriate by the Dean would go to an Appointments and Promotions Committee appropriate to the scholarly background of the candidate being considered.*

The Dean has the power of appointment, but shall consider the faculty's recommendations for seven of the fifteen members. The FASN shall recommend to the Dean its nominees for appointment to the Committee by regular election from a slate of candidates drawn by the FASN Committee on Governance, By-Laws and Nominations.

When a candidate comes up for evaluation, the Dean shall appoint from the above pool of fifteen members a Committee consisting of four members; at least two of whom shall be drawn from the candidate's division.

Individual members of the Committee are excluded from serving on cases involving a candidate from the member's department, or whenever the member believes he or she has a conflict of interest with regard to the candidate. Members shall also step down when the rank sought by the candidate shall make this necessary.

The term of appointment for members shall be one year. No member of the Appointments and Promotions Committee shall serve more than two consecutive years. So far as possible, the Dean shall minimize any redundancy of membership within one department.

It shall be the duty of the Committee independently to review recommendations for appointment, reappointment and promotion of faculty members. Each Committee shall appraise the evaluations of the candidate's professional competence in accordance with established University

procedures. Should a Committee reach conclusions substantially different from departmental recommendations concerning professional competence, it shall specify the reasons for its disagreement.

The candidate shall have the right to raise questions of conflict of interest with regard to any member of a Committee. The Dean shall take such representation into consideration in deciding the composition of that particular Committee.

In addition to reviewing cases, the Committee may make recommendations about personnel policies to departments, to the Dean and to the Faculty.

SECTION VIII-B. COMMITTEE ON AFFIRMATIVE ACTION, AND COMMITTEE ON REVIEW

1. Membership shall consist of two tenured members and two tenured alternates elected by the FASN members, and two tenured members and two tenured alternates appointed by the Dean after the results of the faculty elections are known. Terms are for one year. No two of the four regular or four alternate members shall be from a single department.
2. The Committee may hear and attempt to settle disputes either among faculty members or between faculty members and the administration which do not fall under the terms of the current Collective Bargaining Agreement. The committee shall be advisory to the Dean of the Faculty and shall report its findings to the appropriate administrative officers, chairpersons of involved departments, and to the Faculty. In addition to reviewing individual cases, the Committee may, on its own initiative, make recommendations on policy matters to the Deans, Departments and to the Faculty.
3. The Committee on Review shall be organized to review any conflicts or problems in personnel assignment, curriculum, administrative structure and distribution of academic resources.
4. The Committee shall advise the Dean, the Affirmative Action Officer, the occupants of Department Chairs, and the Faculty regarding hiring policies and practices, and, when necessary and in consultation with the College's Affirmative Action Officer, review the statistics regarding rank, salary, promotion, reappointment and tenure and other personnel factors to assure that the colleges meet their affirmative action goals without discrimination on the basis of age, sex, sexual orientation, physical handicap, race, color, creed, national origin, or marital status. The Committee shall have the obligation to respect the confidentiality of individual personnel information under its review and shall issue periodically reports to the faculty.

SECTION VIII-C. COMMITTEE ON GOVERNANCE, BY-LAWS & NOMINATIONS

1. Membership shall consist of the Faculty Secretary and Parliamentarian, both ex officio, and five tenured faculty members elected by the FASN members for three-year terms, staggered so that at least one-fourth of the members are elected each year.
2. The Committee shall maintain a review of the governance of the FASN and the colleges and shall make recommendations to the Faculty for its improvement. The Committee may initiate and shall review proposed amendments to these By-Laws and report to the Faculty for final action. Questions of rules of procedure shall be referred to this Committee for ruling.
3. It shall be the duty of the Committee on Governance, By-Laws and Nominations to review and/or update these By-Laws at two-year intervals. All changes must be approved by the FASN.
4. Further, the Committee shall prepare slates of nominees for elections to all of the FASN standing committees and the NCAS college committees except itself. It shall nominate candidates for the post of Faculty Secretary, University Senators, representatives to campus-wide committees, and replacements for various elected posts, while the duly elected members are on leave or otherwise unable to serve.
5. In carrying out its duties pertaining to nominations, the Committee shall insure that all elements of the faculty are represented in the various committees and posts, including the University Senate. It shall prevent unfair burdens from falling on a few active faculty members. To this end, once a faculty member has completed a three-year term on a given committee, he or she shall not normally be renominated or reappointed to the same committee during the next year.

SECTION VIII-D. COMMITTEE ON PLANNING AND BUDGET

1. Membership shall consist of two students chosen by the respective student governments, the Dean or his or her representative ex officio, and six faculty members elected by the FASN members for three year terms, staggered so that one-third of their number are elected each year. Of this number, at least one student shall be from UCN.
2. The Planning and Budget Committee shall concern itself with long-range planning for the FASN, with special attention to the separate missions of the two colleges. The Committee shall work with the Dean as internal resources are requested, allocated, and re-allocated, so that the annual budget reflects the long-term goals of the colleges.

SECTION VIII-E. COURSES OF STUDY COMMITTEE

1. Membership shall consist of two students chosen by the respective student governments, the Dean or his or her representative ex officio, and nine faculty members elected by the FASN members to three-year terms. One student member shall be from UCN. Of the nine

faculty members, three shall be from the Humanities, three from the Natural Sciences, and three from the Social Sciences. Terms of the faculty members shall be staggered so that one-third of their number are elected each year. No two faculty members shall be from the same department.

2. The Committee shall maintain a continuing review of all instructional programs and recommend to the Dean and the faculty ways of improving curricular quality and effectiveness, examine and make recommendations to the faculty concerning all proposed additions, deletions or major changes in courses, and initiate, examine and make recommendations to the Faculty concerning the establishment of new programs and the termination of old ones. Proposals for program change may also be initiated by faculty members other than those serving on this Committee.

SECTION VIII-F. LIBRARY AND COMPUTER COMMITTEE

1. Membership shall consist of the Director of Dana Library and a representative from the Provost's office in the area of information technology, ex officio, six faculty members elected by FASN for three year terms staggered so that one third of their numbers are elected each year, and two students chosen by appropriate student governments. At least one student shall be from UC-N.
2. The Committee shall consult with the Dana Library Director in areas such as: development of collections in accordance with campus needs, maintenance and improvement of services; and it shall serve as liaison between the Library and the Faculty of Arts and Sciences, and the dissemination of information to the University community.
3. The Committee shall also advise the faculty on all matters concerning computers and their use on campus. It will encourage and assist faculty members and FASN departments in the use and integration of computers in all aspects of teaching and research. It will represent the FASN to RUCS and other components of the University in all matters pertaining to computers and their use on the Newark campus.

SECTION VIII-G. TEACHING EFFECTIVENESS COMMITTEE

1. Membership shall consist of three faculty members, representing each of the three major divisions of the faculty, elected to a three year-term; two student representatives of at least sophomore standing, elected to a three-year terms, one by the appropriate NCAS and the other by appropriate UCN student body; and a representative of the Newark Teaching Excellence Center, ex-officio.
2. The Committee is responsible for promoting teaching excellence and facilitating the development and implementation of credible measures for the evaluation of teaching. It serves as an advocate for the faculty member in his or her function as teacher, and at the same time, oversees the teacher's responsibility to the students. The committee shall also act as a liaison between the faculty and the Newark Teaching Excellence center.

SECTION IX. STANDING COMMITTEES OF THE COLLEGES

Section IX-A. Student Affairs, Admissions, and Financial Aid Committee

1. Membership shall consist of the Dean of the Student Affairs or his/her representative, ex officio; six faculty members elected by the FASN to serve three-year terms staggered so that one-third of the membership is elected each year; three students (two chosen by the NCAS Student Government Association and one chosen by the UC-N Student Governing Association). In addition, the committee may, at its discretion, appoint other administrative officers concerned with student life issues being discussed by the committee to serve as ex officio members. The committee may also create subcommittees to deal with specific issues.
2. The Committee shall review, when necessary, criteria for admission to both NCAS and UC-N, in accordance with the mission and goals of each college.
3. The Committee shall concern itself with the quality of student life which include extra-curricular activities and the quality of life on campus.
4. The Committee shall, in consultation with appropriate student bodies, also recommend to the Faculty standards and regulations for student conduct and discipline, including appeal procedures, as they relate to non-separable offenses covered by the College Code of Student Conduct. The Committee shall insure that cases which may result in disciplinary penalties are handled with due process and that the rights of students accused of infractions are protected.

Section IX-B. Scholastic Standing Committee

1. Membership shall consist of the Dean of Student Affairs or his or her representative ex officio, seven faculty members elected by the FASN to serve three year terms, staggered so that one-third of their membership is elected each year, and two students (one chosen by the NCAS Student Governing Association and one by the UCN Student Governing Association) to serve two year terms.
2. The duties of the Committee are to recommend for both NCAS and UCN criteria for academic honors and scholarships, academic probation and academic dismissal. The Committee shall establish and administer appeals procedures for the colleges. However, student members of the Committee shall not participate in the evaluation of appeals by individual students. The Committee shall act as appeals board to review administrative decisions on student academic grievances.

SECTION X. FACULTY MEETINGS

1. There shall be at least two Faculty meetings each semester of the academic year. Meetings may be called by the President, the Provost or the Dean, or by written petition

of at least twenty-five voting members of the faculty. A quorum shall consist of thirty percent of the voting members of the Faculty on duty during the semester. The Dean shall normally preside at Faculty meetings, unless the President or Provost are present and presiding. When necessary, the Dean may designate a member of the Faculty to preside.

2. The order of business at a Faculty meeting shall be: approval of the minutes of the previous meeting, announcements, the report of the Dean, reports of faculty councils, reports of faculty members serving in the Senate and in other University or campus-wide organizations, old business and new business.
3. The procedures of Robert Rules of Order shall be followed, and all decisions shall normally be by majority vote of the voting members present. Meetings shall be open to students, to members of the public, and to the press, provided that order is maintained.
4. The agenda for a Faculty meeting shall be prepared by the Dean and circulated to all voting members of the faculty at least seven calendar days before the meeting. The agenda shall include an outline of the business to be considered and a sequence of the presentation of such business. All resolutions, report and motions that commit the Faculty to any policy questions shall be distributed to the voting members of the faculty at least seven calendar days before the meeting. Substitute resolutions shall be distributed to the voting members seven calendar days before resolutions may be offered from the floor, as may amendments to amendments. Any of these rules may be suspended by a vote of two-thirds of the voting members present.

CHANGES IN THESE BY-LAWS

1. Proposed changes in these By-Laws must be presented to the Committee on Governance, By-Laws and Nominations before the Faculty meeting in which the changes are considered. The Committee shall report in writing its recommendations concerning the proposed changes to the voting members of the Faculty at least seven calendar days before the Faculty meeting. Amendments to the proposed changes, and amendments to the amendments to the amendments to the proposed changes may be raised from the floor of the Faculty meeting. Decisions shall be made by a majority of the voting members present.

April 1995

Approved by FASN

Amended 10/22/86

Amended 03/11/87

Amended 05/01/89; 05/03/89

Amended 03/05/90

Amended 04/20/92

Amended 04/19/93

Amended 04/18/94

Amended 04/12/96

Amended 11/30/98

Amended 03/22/00

Amended 03/12/03

Amended 11/2/05

School of Public Affairs and Administration (SPAA) at
Rutgers-Newark
By Laws

*Copy to J. Hoffman
4/11/95
(1986)*

PA

BY-LAWS OF THE
GRADUATE DEPARTMENT OF PUBLIC ADMINISTRATION
THE GRADUATE SCHOOL-NEWARK

RUTGERS THE STATE UNIVERSITY OF NEW JERSEY

I. MEMBERSHIP

In a given academic year all persons who hold regular appointments and budgeted wholly or in part to the Graduate Department of Public Administration with the following titles are members:

Professor, Associate Professor, Assistant Professor, Lecturer, Instructor, Teaching Assistant, Research Assistant, Fellows, Research Specialists and Extension Specialists at all ranks, and Visiting Faculty who hold equivalent ranks, as well as the Department's Director of Student Internships.

IA. GRADUATE SCHOOL MEMBERS: Full time University faculty who are members of the faculty of the Graduate School-Newark in Public Administration and who are budgeted more than 50 percent to another department, school, or college in the University, shall hold membership in the Department, and have voice in department meetings. Graduate School Members may serve on standing committees of the Department with both voice and vote in the committee.

IB. VOTING MEMBERS: All instructional members of the department who are budgeted at least fifty percent to the department, at the rank of Assistant Professor or above, and tenured members similarly budgeted with Extension or Research Specialist titles, may vote in department elections and on matters of general graduate program policy, curriculum, and course of study.

On questions of reappointment, promotion, and other major issues, the Department Chair will seek and encourage, whenever possible, participation from voting members on leave. Participation in such personnel issues shall be governed by University policy and procedures.

II. MEETINGS

The Department shall hold at least two meeting each semester; the agenda shall be circulated by the Chair. Special meetings may be called by Chair or by written request to the Chair by three voting members.

IIA. QUORUM: The quorum for meetings consists of fifty percent of the eligible voters.

III. DEPARTMENT CHAIR

III.A. Selection: The Department shall nominate to the Dean a candidate for the Chair, to serve for a term of three years. The election for a candidate shall take place a year before the expiration of the incumbent's term in order to provide for an orderly transition.

III.A.1. Any voting member on indefinite tenure are eligible for election by the Department as its nomination to the Dean.

III.A.2. Eligible members will be polled in writing by the Dean as whether each wishes to stand for election to the Chair. A mail ballot shall be administered by the Dean, listing all eligible candidates who, in writing, expressed a desire to stand for office.

III.A.3. Election will be by voting members, and the successful candidate must receive more than fifty percent of the eligible votes. Should no candidate receive more than fifty percent of the vote in the first ballot, a second mail ballot shall be administered listing the two candidates receiving the largest number of votes, and the second largest number of votes. Every effort shall be made by the Dean to include all voting members in this process, including those voting members on leave.

III.B. Succession: Effective beginning with the adoption of these by-laws, a Chair is restricted to two full, consecutive terms. Voting members may allow a Chair to become eligible to stand for more that two consecutive terms by a two-thirds vote. Should a Chair be allowed to stand for more that two consecutive terms, the normal election process will proceed with all eligible to stand for the Chair as specified above.

III.C. DUTIES

It shall be the duty of the Department Chair to have general administrative responsibility for the programs of the Department; to plan with the members of the Department a progressive program for the Department; to evaluate continuously the instructional, research, and administrative processes of the Department, and make appropriate recommendations to the Dean. In addition, to evaluate periodically members of the Department, and report the evaluations as required; on consultation with the members of the Department on indefinite tenure to recommend appointments, reappointments, promotions, and dismissals; to see that adequate supervision, advice, and training are afforded new members of the Department and other members who might profit thereby; and generally to promote the effectiveness of the Department, College, and University by every appropriate means.

The Department Chair is empowered to appoint a Vice-Chair, a Recording Secretary, and other Departmental members and offices to assist in the administration of the Graduate Programs of the Department, including but not restricted to a Director for the Executive MPA Program and a Director for the proposed Ph.D. Program. In addition, the Chair may appoint program directors as may be required by the Department's self-sustaining programs. Such program directors shall have membership in the Department.¹

Further, the Chair is empowered to appoint a Graduate Committee. This Committee shall consist of three members, at least two of whom must be voting members, and the third a Graduate School Member.

¹Note 1: The word "proposed" shall automatically be removed from the phrase "proposed Ph.D. Program" in these by-laws upon approval of the Ph.D. proposal by the Rutgers Board of Governors; The title for the proposed Ph.D. Director shall be Director-designate for the Ph.D. Program and the word designate shall automatically be dropped from the Director's title upon approval of the Ph.D. proposal by the Rutgers Board of Governors.

COMMENT ON THE ABOVE ADDITION: The By-Laws currently provide the Chair with the authority to designate a Director for the Ph.D. program. This addition provides for a more formal status for the director of the Ph.D. program, as well as for the Executive MPA if and when such should be deemed necessary.

The Chair shall appoint graduate advisors in proportion to the number of students in each area of specialization in the Graduate MPA Program.

The Chair shall have responsibility to develop the asking budget and administer the current operating budget of the Department. The Chair also has the responsibility for scheduling of courses and assignment of faculty to teaching responsibilities, following when possible, individual preferences; final readjustments of course assignments are to be made by the Chair. In principle, members should be informed of course assignments well in advance.

IV. VICE-CHAIR

The Vice-Chair shall be appointed by the Chair. The Chair's selection must be endorsed by a majority of voting members. Unless otherwise specified, the term shall be for one year

IV.A. ELIGIBILITY

Voting Members on indefinite tenure are eligible to serve as Vice-Chair.

IV.B. DUTIES

It shall be the duty of the Vice-Chair to serve as Chair of the Department whenever the Department Chair is unable to serve. The Chair may delegate administrative duties to the Vice Chair by mutual agreement of the persons concerned.

V. RECORDING SECRETARY

The Department Recording Secretary shall be appointed by the Chair for a term of one year. All voting members are eligible.

V.A. DUTIES

It shall be the duty of the Secretary to keep minutes and send departmental reports to the appropriate bodies of the faculty, maintain records of meetings, arrange for departmental elections (or where appropriate, work together with the Office of the Dean to facilitate such elections), keep By-Laws up-to-date, and distribute By-Laws to new members. The Secretary shall also distribute approved copies of minutes to the Dean within three days after minutes of meeting are approved by the voting members.

VI. APPOINTED PROGRAM DIRECTORS

The Ph.D. Director; Executive MPA Director; and other Graduate Program Directors appointed pursuant to Section III.C. shall serve three year terms, concurrent with that of the Chair, unless a shorter term is otherwise mutually agreed to and endorsed by a majority vote of the faculty. The Chair's selection of a Ph.D. Director or Executive MPA Director must be endorsed by a majority of voting members and the Dean of the Graduate School

VI.A. ELIGIBILITY

Voting members on indefinite tenure and who are full members of the Graduate School-Newark faculty are eligible to serve as the Ph.D. Director. Other program directors may be drawn from the Voting Members.

VI.B. DUTIES

Graduate Program Directors shall assist with the Department academic administration in the program areas thereto appointed. Of particular note, program directors shall be responsible for development and operation of admission and retention requirements of their respective programs. In addition, they assist the Chair with the development of the department asking budget and program reports, and they may also be asked to represent their respective programs.

COMMENT ON THE ABOVE: The Ph.D. Director must be eligible to serve as a dissertation director. Consequently, the directorship of that program must be restricted to faculty with full membership in the graduate faculty.

VII. PERSONNEL DECISIONS

VII.A. REAPPOINTMENT AND PROMOTION

All members below the rank of full professor shall be reviewed by members in academic ranks above them when questions of reappointments or promotion are raised.

VII.B. NEW APPOINTMENTS

Interviews and recommendations for non-tenure positions will be conducted by voting members holding the rank of Assistant Professor and above. The quorum for meeting consists of fifty percent of eligible voters.

VII.C. EXTENSION OF TEMPORARY MEMBERSHIP IN THE NOMINATION PROCESS

In certain cases when a faculty position is being filled, it may be appropriate to have consultation of full-time University Faculty from cognate programs or departments. In such situations, a search committee may be established for the purpose of recommending a candidate, or candidates. Such a search committee shall consist of a majority of voting members; additional faculty from cognate departments, a minority of the committee, may be extended temporary graduate school membership in order to participate fully in the search and recommendation process.

VIII. STANDING COMMITTEES

Unless otherwise noted, the following committees shall be appointed by the Chair, with a one-year (Academic Year) term beginning on the first day of the second semester. Assignments must be made by the Chair, and communicated to the office of the Dean by the end of the preceding calendar year.

VIII.A. GRADUATE COMMITTEE: The committee, in concert with the Chair, shall have the responsibility for recommending admission to graduate study, the recruitment, testing, advising, and review of progress of graduate students. The Graduate Committee may appoint additional voting members of the department to its subcommittees. The Graduate Committee shall consist of four persons, at least three of whom must be voting members. A hearing alternate shall be appointed at the time of the committee assignments to serve in instances called for in VIII.A.1 below.

VIII.A.1 HEARING RESPONSIBILITIES OF THE GRADUATE COMMITTEE: An additional responsibility of the Graduate Committee is to serve as the formal hearing panel in such cases as may be brought by student appeals and/or petitions. In such instances, the Committee shall operate, specifically, in a manner consistent with Graduate School-Newark By-Laws calling for student appeals hearings. An alternate to the committee shall be previously assigned in such cases where a member of the committee may be involved as a principal.

VIII.B. CURRICULUM AND COURSES OF STUDY: This committee shall examine relevant aspects of both program curriculum and courses. It shall recommend to the voting members appropriate changes and modifications in the curriculum and courses as may be necessary and required. In addition, this committee shall, together with the Chair, be responsible for overseeing the regular and systematic student evaluation of teaching. The committee shall consist of three members, of whom two shall be voting members.

VIII.C. LIBRARY AND SOFTWARE COMMITTEE: This committee shall consist of two voting members of the department, and one Graduate School member. It shall have the responsibility to supervise other University libraries as well as establish and review prioritized recommendations for the acquisition of instructional and research software by the Department.

IX. AMENDMENTS

Amendments to the By-Laws may be proposed in writing to the Chair for distribution with the agenda for the first of two departmental meetings. The first meeting will be for the purpose of discussion. In the second meeting, taking place within three weeks, there will be further possibility for discussion, followed by a vote. The By-Laws are amended by a vote of a majority of the voting members on active service during the semester during which they are first proposed.

X. ADOPTION OF BY-LAWS

These By-Laws shall become effective upon vote by a majority of voting members in active service. Such discussion and vote shall be conducted as outlined in Sections IX. AMENDMENTS, above.

Rutgers, The State University of New Jersey

School of Criminal Justice

By-Laws

October 21, 1974

Revised: May 15, 1980

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

Faculty.

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 be 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.

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.

MASON GROSS SCHOOL OF THE ARTS
FACULTY BY-LAWS

Revised 1988

BY-LAWS OF THE FACULTY OF THE
MASON GROSS SCHOOL OF THE ARTS

I. PREAMBLE

These By-Laws, prepared and adopted by the Faculty of the Mason Gross School of the Arts, are intended to govern the affairs of the College in accordance with the provisions set out in the several articles that follow. The By-Laws, and any amendments thereto, shall be consistent with all applicable sections of University Regulations. In the event of any conflict or inconsistency, the University Regulations shall prevail. The Mason Gross School of the Arts shall consist of the Units listed in Article VI.

II. MEMBERSHIP IN THE FACULTY

The Faculty of the Mason Gross School shall consist of voting members and ex officio members.

A. The voting members of the Faculty shall consist of the following:

1. The President, the Executive Vice President, the New Brunswick Provost, and the Dean of the School;
2. Professors, associate professors, assistant professors, and instructors who occupy fifty percent or more of a position in the current budget of the School;
3. Officers of the University and faculty members from other colleges or schools who are designated by the Faculty by majority vote.

B. The ex officio members of the Faculty shall consist of the following:

1. The Associate and Assistant Deans and the Business Manager of the School;
2. Visiting faculty members who hold appointments in the School;
3. Faculty members who occupy less than fifty percent of a position in the current budget of the School;
4. Faculty members on leave;
5. Officers of the University and faculty members from other colleges or schools who are designated by the Faculty by majority vote.

C. Duties and Powers of the Faculty. Under the President the Faculty shall have jurisdiction over academic matters of student life which relate to the educational process subject to review by the University Senate, as described in University Regulation 4.31:

- a. Determining such additional requirements for admission as are deemed necessary for entrance into its several curricula.
- b. Setting up the requisite curricula for its academic work and providing for the schedule of

courses.

- c. Encouraging the research work of the Faculty members and of advanced students.
- d. Adopting additional regulations regarding attendance, conduct of examinations, grading, scholastic standing and honors in course, and other appropriate matters.
- e. Fixing specific requirements for degrees.
- f. Recommending for degrees in course, through the President to the Board of Governors, those candidates who have fulfilled the requirements for the appropriate degrees as follows: University Regulations 15. Mason Gross School of the Arts: Bachelor of Fine Arts, Bachelor of Music, Master of Fine Arts, Master of Music, Master of Theater Arts, Artist Diploma in Music, and Doctor of Musical Arts.

III. OFFICERS OF THE SCHOOL

- A. Dean. As provided in University Regulations 2.81: "The Dean...of each College...shall be responsible for its effective academic and educational administration and shall promote its efficiency by every approved means." The responsibilities of the Dean include the appointment of Chairpersons of Departments and appointed members of committees, the recommendations of the budget, except as limited by these By-Laws.
- B. Associate and Assistant Deans. The appointment of Associate Deans of the School and Assistant Deans may be recommended to the President by the Dean, with such responsibilities as assigned by the Dean.
- C. Secretary of the Faculty. The Secretary of the Faculty shall be a faculty member elected by the Faculty for term of two years. The Secretary shall keep a record of all actions taken by the Faculty; notify the Faculty of the time and place of all regular meetings at the beginning of each term; send to each member of the Faculty not later than two weeks following any meeting a copy of the minutes of that meeting; distribute the agenda and supporting materials for each regular Faculty meeting to the Faculty at least one week prior to the meeting; maintain and hold available for reference an up-to-date compilation of the By-Laws; and serve as a member of the committee on Rules of Procedure. In cases where the By-Laws do not provide specific guidance, the Secretary, in consultation with the Committee on Rules of Procedure, shall have the authority to decide who may vote in School elections, and in the election of department chairs.

IV. MEETING OF THE FACULTY

A. Meetings

- 1. Regular Meetings. A regular meeting of the Faculty shall be held at least once a semester, at the call of the Dean.
- 2. Special Meetings. Special meetings of the Faculty may be held at the call of the President or of the Dean, or upon written request to the Dean of at least ten voting members of the Faculty for the current academic year. Unless the Dean proclaims the existence of an emergency, such special meetings shall not be convened until a period of at least seventy-two hours has elapsed from the time that the call was issued. Resolutions and supporting data for consideration shall be transmitted to the Faculty as expeditiously as possible in advance of the meeting date. The agenda of the meeting shall be limited to such resolutions.

3. Quorum. A quorum shall consist of one-third of the voting members of the Faculty for the current academic year.

B. Conduct of Meeting

1. Presiding Officer. The Dean shall normally preside at regular or special meetings of the Faculty unless the President, Executive Vice President, or Provost is present and presides.
2. Order of Business. The Executive Council shall determine an agenda for all meetings. The order of business shall ordinarily be: approval of minutes; report of the Dean; reports of standing committees; reports of special committees; old business; new business.
3. Rules of Order
 - a. The Dean shall appoint a Parliamentarian to advise on procedure and shall consult him or her before ruling except on routine procedures.
 - b. Robert's Rules of Order, in the edition specified by the Parliamentarian, shall govern.
 - c. Normally new motions or resolutions that will commit the Faculty to any policy position shall be referred for consideration to a standing or special committee. Other resolutions, reports and motions of a policy nature must be received by the Secretary of the Faculty at least two weeks before the meeting at which action is contemplated, unless such items are coming from a committee empowered to report to the Faculty. Such committees must submit these items to the Secretary in time for them to be placed on the agenda.
 - d. Motions or resolutions which have not been circulated in written form at least seven days prior to the meeting may be put on the floor and debated, by vote of two-thirds of the voting members present, and will require a two-thirds vote for adoption.
 - e. A mail ballot, to be submitted to all voting members of the Faculty, shall be ordered on any question, before the final vote shall have taken, at the request of one-third of the voting members present. A motion requesting a mail ballot shall take precedence over a call for the question. The motion to reconsider shall not be applicable to votes taken by mail ballot.
4. Open and Closed Meetings
 - a. The presiding Office shall be responsible for the decorum of the meeting.
 - b. Meetings of the Faculty shall normally be open to up to ten observers with Mason Gross of the Arts students having first priority.
 - c. The Faculty may at any time by majority vote move to close a meeting to all except members of the Faculty.

C. Student Representatives

One graduate and one undergraduate student from each discipline shall be elected by means established through the By-Laws of each discipline. In addition, the President of MGSASGA and Student Senator to the University Senate shall also serve as Student Representatives to the faculty. Student representatives shall have discussion privileges and one-half vote each at Regular and Special Faculty Meetings on all matters permitted by University Regulations.

V. COMMITTEES OF THE FACULTY

A. Structure

1. Standing Committee. There shall be standing committees of the Faculty as specified in Section B. below.
2. Special Committees. To further the work of the School, the Faculty or the Dean may at any time establish committees ad hoc. After a special committee has been appointed for two consecutive years, it shall either be established by the Faculty as a standing committee or be disbanded.
3. Membership
 - a. The appointed Faculty members of all committees shall be voting members of the Faculty and shall be appointed or reappointed annually by the Dean except as specified otherwise by these By-Laws.
 - b. Candidates for elected membership shall be voting members of the Faculty. Such candidates shall be nominated by the Committee on Nominations or by written petition of ten voting members of the Faculty. The Secretary of the Faculty will conduct the elections. The terms of service shall be one year unless specified otherwise by these By-Laws.
 - c. All student committee members shall belong to one of the Departments or Programs of the Mason Gross School of the Arts. Student committee members shall have voting rights as indicated under V., B. Standing Committees of the School.
 - d. At least fifty percent of the membership of each committee shall consist of voting members of the Faculty.
4. Ex-Officio Membership
 - a. All members of committees serving ex-officio shall be non-voting members.
 - b. The Dean shall be an ex-officio member of all committees with the exception of the Committee on Nominations, the Committee on Review, and the Advisory Committee on Appointments and Promotions. The Dean may designate an Associate Dean or Assistant Dean to serve in his or her stead.
5. Officers. Each standing committee shall elect, from among its voting membership, a Chairperson and a Secretary who shall keep minutes of the committee's action.
6. Quorum. A quorum shall consist of a majority of the members eligible to vote on a committee.
7. Records. The records of each committee shall be filed in the Office of the Dean at the end of each academic year and shall be retained for not less than three years. Records of the Committee on Appointments and Promotions, the Committee on Nominations, and the Committee of Review shall be confidential and shall be retained only for the use of the Dean and the respective committee, and none shall remain in the hands of committee members. Records of all other committees shall be available to members of the Faculty.
8. Reporting. The Executive Council and the Committee on Appointments and Promotions are advisory

to the Dean and may, at their discretion report to the Faculty. All other committees shall report at least annually to the Faculty through the Executive Council and to the Dean.

B. Standing Committees of the School

1. Executive Council

Membership: Chairs of Departments; Directors of Graduate Programs; the Dean; the Associate and Assistant Deans, ex-officio.

Responsibilities:

- a. To advise the Dean and to serve as the executive committee of the Faculty during recess or during such times as the Faculty cannot meet. All actions taken by the Council while acting as an executive committee of the Faculty shall be reported to the Faculty.
- b. To serve as the Planning and Budget Committee of the School with the duties described in University Regulations 4.24A:

There shall be a Planning Committee in each Faculty, which shall consist of no fewer than five members with an option for student members if that Faculty so chooses. The continuing duties of this Committee will be to advise the Dean (1) on program priorities in the area of Faculty line assignments, teaching, research, and service in relation to resources to be allocated to the college or school and (2) on long range planning (three to five years) in the areas listed in (1) above. Each Faculty will promulgate specific criteria and procedures by which the character and number of members of the Planning Committee will be determined to best service the educational unit. Nothing in this resolution shall abrogate the rights and responsibilities of the Faculties as stated in the University statutes under statements on academic freedom.

- c. To prepare and distribute an agenda for each faculty meeting.

2. Admissions and Recruitment

Membership: One elected Faculty member from each department offering an undergraduate degree program.

Term of Office: Two years, overlapping terms.

Responsibilities:

- a. To scrutinize the requirements, standards, and policies of admissions to the various curricula.
- b. To review and to recommend changes in student recruitment policies and practices.
- c. To act for the Faculty in approving all admissions.

3. Appointments and Promotions

Membership: A pool of 3 elected and 3 appointed Faculty members. The elected members shall consist of 2 professors and 1 associate professor, all of whom shall be on indefinite tenure; the

appointed members shall consist of 2 professors and 1 associate professor, all of whom shall be on indefinite tenure. At least one member shall be from the Departments of Dance, Music, Theater Arts, and Visual Arts. From this pool of 6 members, two overlapping committees shall be formed: the first considering promotions involving the granting of tenure; the second considering reappointments. No member shall simultaneously serve as department chairperson or as a member of the Committee of Review.

Conflict of Interest: When a matter arises concerning a person in a committee member's department, that member shall neither participate nor vote.

Term of Office: Two years, overlapping terms.

Responsibilities: The duties and powers of this Committee are as defined in University Regulation 4.24:

There shall also be an Advisory Committee on Appointments and Promotions in each Faculty, subject to the same provisions as to membership and powers as the Committee of Review, as set forth in paragraph 4.23. The duties of this Committee shall be to advise the Dean of the 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 shall also be forwarded to the Provost. The Committee may also on its own initiative make suggestions as to personnel matters to administrative officers. A Faculty may by vote designate the Committee of Review to serve also as Advisory Committee on Appointments and Promotions.

4. Committee for Inter- and Intra-Media Studies

Membership: 5 elected faculty members representing each of the disciplines in the School; the Dean.

Term of Office: Three years, overlapping terms.

Responsibilities:

- a. Consultation and interchange with faculty and students from MGSAs and from other areas of the University.
- b. To encourage experimentation and innovation; to receive and to initiate new educational programs, including those for individual students, for which there is currently no departmental framework; to bring individual programs to the Faculty for review.
- c. To administer new programs and to recommend the granting of degrees to the students therein, until the programs are transferred to the regular curriculum; to advise the Faculty about the desirability of so transferring the programs it administers.
- d. To prepare a budget for the carrying out of its duties; to seek funds from outside sources and/or through the same channels as the departments of the Mason Gross School of the Arts.

5. Curriculum Committee

Membership: One appointed Faculty member from each Department of the School; two student representatives selected by the MGSASGA.

Responsibilities: To review and to make appropriate recommendations to the Faculty concerning course and curricular proposals.

6. Elections and Nominations

Membership: One elected Faculty member from each Department of the School.

Term of Office: Two years, with two members being elected each year.

Responsibilities:

- a. To nominate candidates for each elective office. So far as possible slates of candidates should reflect the diversity of opinion within the School.
- b. To prepare ballots for election to the University Senate, to the Secretary of the Faculty and to all committee positions.
- c. To certify the results of all elections to the Faculty and to the Dean.
- d. To advise the Dean on appointing Faculty members to Committees.

7. Affirmative Action and Personnel Procedures

Membership: Four elected Faculty members; three appointed staff members.

Term of Office: Two years, overlapping terms.

Responsibilities:

- a. To advise the Dean on the preparation and periodic revision of the School's Affirmative Action Plan for Employees.
- b. To establish and to review on a continuing basis guidelines for personnel relations.
- c. To review and to recommend improvements in the mechanisms provided by the School and the University to assure the maintenance of "due process" in relation to the redress of faculty and staff grievances.

8. Review

Membership: 2 elected and 2 appointed faculty members, all of whom shall be on indefinite tenure. At least 1 member shall be an associate professor. No more than 1 member shall be from any single department or program of the School. No member shall simultaneously serve as department chairperson or as a member of the Committee on Appointments or Promotions.

Term of Office: Two years, overlapping terms.

Responsibilities: The duties and powers of this committee are as defined in University Regulation 4.23:

There shall also be a Committee of Review in each faculty, 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 faculty shall annually elect one or more members as may be determined by the Faculty, 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 Faculty. The duties of the committee shall be to 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 personal matters to the administrative officers.

9. Rules of Procedure

Membership: One elected Faculty member from each Department of the School; the Secretary of the Faculty.

Term of Office: Two years, overlapping terms.

Responsibilities:

- a. To review and to recommend changes in the By-Laws.
- b. To supervise the preparation of a current edition of the By-Laws for periodic distribution to the Faculty.
- c. To interpret the By-Laws in cases where they may be found ambiguous.

10. Scholastic Standing and Honors

Membership: One elected Faculty member from each Department of the School.

Responsibilities:

- a. To review individual cases, applying the rules and regulations of the Faculty concerning scholastic standing.
- b. To review and to recommend changes in the rules and procedures concerning academic regulations, including the awarding of honors.

VI. DEPARTMENTS, DIVISIONS, PROGRAMS

A. The departments, divisions, and programs of the School shall be:

1. Academic:

- a. Department of Dance
- b. Department of Music
- c. Department of Theater Arts

- d. Department of Visual Arts
2. Non-Academic:
 - a. Hispanic Arts Program
 - b. University Arts Services
- B. Any additions to or deletions from the above shall be made in accordance with Article VII.
- C. For the purposes of these By-Laws, a "member" of a Department is construed as a member of the Faculty in that unit with the rank of instructor or above.
- D. Department By-Laws. Each Department shall prepare a set of Departmental By-Laws, written in accordance with University Regulations and the By-Laws of the School. A copy of these Department By-Laws, and subsequent amendments, shall be placed in the Office of the Dean. These By-Laws shall encompass at least the following matters:
1. There shall be definitions of membership and voting membership in the Department, parallel to that of the School, but with recognition of special needs of the Department.
 2. There shall be at least one regular meeting per semester at which reports are heard and policy decisions are made or confirmed.
 3. There shall be lists of officers and committees, and a statement of the method of appointment, and a description of their principal rights and duties.
 4. There shall be an established procedure for all tenure members of appropriate rank to meet and to vote upon appointments, promotions, and non-reappointments.
 5. There shall be provision for secret balloting on the call of any members.
- E. Chairs. The rights and duties of the Chair are described in University Regulation 2.52.
- Under the Dean of the College or School of which the Department is a part, it shall be the duty of a Department Chair to have general administrative responsibility for the program of the Department; to plan with the members of the Department a progressive program for the Department; to evaluate continuously the instructional, research, and administrative processes of the Department, and make appropriate recommendations to the Dean; to evaluate periodically members of the Department, and report the evaluations as required; on consultation with the members of the Department on indefinite tenure to recommend appointments, reappointments, promotions, non-reappointments, and dismissals in accordance with University Policies and Regulations; to see that adequate supervision, advice, and training are afforded new members of the Department and other members who might profit thereby; and generally to promote the effectiveness of the Department, College, and University by every appropriate means.
- F. Selection of Chairs. The selection for the Chair shall be in accordance with University Regulations 2.51:

Whenever any Department shall include three or more members of the rank of Associate Professor or Professor, the members above the rank of Instructor who are in their second or subsequent semester of service in the department and instructors with at least one full year of service in the Department shall by ballot nominate to the Dean one of the Professors or Associate Professors for appointment as Department Chair when a vacancy shall occur through expiration of term or otherwise.

- G. Term of Office of Chair. The term of a Chair shall normally be for three years. The Dean may be petitioned by members of a Department to consider recall of a Chair according to the recall procedure in Robert's Rules of Order.

VII. AMENDMENTS

These By-Laws may be amended by a two-thirds majority at any regular meeting of the Faculty provided the written text of the amendment has been sent by the Secretary at least two weeks before such a meeting. Amendments may be initiated by the Rules of Procedure Committee or by any voting member of the Faculty of the School who submits a proposed amendment in writing to the Committee. The Committee shall have up to one month to study such proposal and shall report at the next regular Faculty meeting occurring after this period.

Mason Gross School of the Arts
Department of Dance - By Laws

**BY-LAWS OF THE DEPARTMENT OF DANCE
MASON GROSS SCHOOL OF THE ARTS
(Revised 1/22/03)**

I. Preamble

These by-laws adopted by the faculty members of the Department of Dance are intended to govern the affairs of the department in accordance with the provisions listed in the articles below. These provisions shall not be suspended except by way of the amending process specified in Article VIII. The by-laws and any amendments to them shall be consistent with all applicable sections of University Policy Regulations. In the event of any conflict or inconsistency, the University Policy Regulations shall prevail.

II. Membership

- A. The Department of Dance Mason Gross School of the Arts (hereinafter referred to as the department) shall consist of all faculty lines assigned to dance.
- B. Voting members of the department will be faculty members holding the ranks of professor, associate professor, assistant professor, and instructor, that occupy 50% or more of a position on the current school budget.

III. Meetings

- A. Department meetings will be called by the chairperson:
 - 1. As deemed necessary
 - 2. Upon request of at least two faculty members
- B. A minimum of two department meetings will be held each semester.

IV. Chairperson

- A. The department will have one chairperson elected by the department and approved by the Dean of Mason Gross School of the Arts in accordance with the procedures in the school by-laws.
- B. Duties of the chairperson
 - 1. To have general administrative responsibility of the department.
 - 2. To work with department members in developing programs that further short- and long-term goals of the department.
 - 3. To evaluate instructional research and administrative processes of the department and make recommendations to the Dean of Mason Gross School of the Arts.
 - 4. To periodically evaluate members of the department and report the evaluations as required.

5. To consult with members of the department on appointments, reappointments, promotions and non-reappointments in accordance with the University Policy Regulations.
 6. To see that adequate supervision, advice and training are afforded new members of the department and other members who might profit thereby.
 7. To promote the effectiveness of the department, school and university in accordance with University Policy Regulation 2.52.
- C. Selection of Chairperson – The selection of the chairperson shall be in accordance with University Policy Regulation 2.51:

”Whenever any department shall include three or more members of the rank of associate professor or professor, the members above the rank of instructor who are in their second or subsequent semester of service in the department shall by ballot nominate to the dean one of the professors or associate professors for reappointment as department chairperson when a vacancy shall occur through expiration of term or otherwise.”

- D. Term of office for chairperson – the term of a chairperson shall normally be three years. The Dean of Mason Gross School of the Arts may be petitioned by members of the department to consider recall of a chairperson according to the recall procedure in Roberts Rules of Order.

V. Curriculum

- A. The faculty of the department will be responsible to the Mason Gross School of the Arts on curriculum matters.
- B. The dance curricula will include courses available to students of all colleges of the university.

VI. Budget

A budget request will be prepared by the chairperson of the department for approval by the Dean of Mason Gross School of the Arts.

VII. Standing Committee

- A. Appointments & Promotions Committee

This committee will be composed of all tenured members of the department and will initiate appointments and promotions to be processed through the Mason Gross School of the Arts and university channels in accordance with University Policy Regulations. If there are less than six tenured dance faculty, the sufficient number of tenured faculty from other school departments will be added to reach the six-member minimal committee membership required by University Policy Regulations.

B. Curriculum Committee

This committee will periodically review, evaluate, and recommend changes in department curricula. Committee appointed by department chair.

C. Admissions Committee

This committee is responsible for the audition and evaluation of potential students and for revising these processes when necessary. Committee appointed by department chair.

D. Special Committee

The department chair may establish ad hoc committees at any time for furthering the work of the department.

VIII. Revision of by-laws

A. These by-laws may be revised within the limitations of the University Policy Regulations by a majority vote of the department.

B. Any member or members of the department may initiate such revision by submitting a proposal, in writing, to the chairperson.

C. The proposal for revision must be distributed to department members at least 10 days prior to the department meeting at which time action will be taken.

Mason Gross School of the Arts
Department of Music - By Laws

MASON GROSS SCHOOL OF THE ARTS

DEPARTMENT OF MUSIC

BYLAWS

(ratified May 5, 1998)

PREAMBLE. These bylaws, prepared and adopted by the faculty of the Music Department of Rutgers, The State University, are intended to govern the affairs of the Department in accordance with the provisions set forth in the several articles that follow and with University Regulations and those of the Mason Gross School of the Arts.

In the event of any conflict or inconsistency between these bylaws and University Regulations or those of the Mason Gross School of the Arts, those of the University and the Mason Gross School of the Arts shall prevail.

ARTICLE I. Membership

Section A. The Music Department shall consist of faculty concerned with instruction in music at the New Brunswick area campuses of Rutgers University.

Section B. **Voting Eligibility**

1. Voting members of the Music Department shall include all full-time faculty members in the area of music who occupy fifty percent or more of their position within the Department, unless their voting privileges are exercised elsewhere.
2. Visiting Lecturers and Visiting Professors are not eligible to vote.

Section C. The Department of Music shall be convened at least once during each academic semester. An agenda shall be circulated at least one week prior to the meeting.

Section D. The Department shall be convened: a) by the Chair, on his or her own initiative; b) by the Executive Committee; or c) at the written request of any five full-time members of the Department.

Section E. A majority of the voting members shall constitute a quorum.

ARTICLE II. Structure and Governance

- Section A. The Music Department shall be organized according to five principal disciplines of instruction: Music History, Music Composition/Theory, Music Education, Jazz Studies, and Performance. Each member of the faculty (part-time as well as full-time) shall be a member of one or more of these disciplines.
- Section B. The faculty of each of the five disciplines shall elect a full-time voting member of the Music Department faculty to serve as its convener. The conveners shall serve three-year renewable terms. It is expected that the convener will receive course relief during his or her term. The conveners will oversee all instructional activities in their respective disciplines and will represent those disciplines on the Executive Committee. Conveners will also report to their faculties on the actions of the Executive Committee.
- Section C. Instructional activities within each discipline shall be undertaken in accordance with policies and procedures recommended by the faculty of the discipline and approved by the Executive Committee or the Music Department Faculty as appropriate.
- Section D. Faculty will be represented on eight standing Committees: the Executive Committee, the Graduate Committee for School 08 Programs, the Graduate Committee for School 16 Programs, the Admissions and Scholarship Committee, the Curriculum Committee, the Library Committee, the Recruitment Committee, and the Student Advisory Committee. Their membership and duties are described in Article VI of these bylaws. Other committees may be appointed by the Chair on an *ad hoc* basis.

ARTICLE III. The Chair

- Section A. Appointment Procedure
1. The Chair shall be appointed by the Dean of the Mason Gross School of the Arts for a term of three years. Prior to this appointment, the Dean will solicit names of those eligible faculty members who wish not to be considered for the position of chair. Candidates for the Dean's appointment will be selected by the voting members of the Department on a ballot to be circulated by the Dean.
 2. Only faculty members with tenure in the Music Department are eligible to serve as Chair.

3. In the event that the Chair is unable to perform his or her duties for any reason, the Assistant Chair shall perform those duties until the Dean has appointed a replacement.

Section B.

Duties of the Chair

1. The Department Chair shall, in accordance with the provisions of these bylaws, review on a continuing basis the quality of instruction, research, and service, as well as curricular, budgetary, and personnel affairs as they are conducted throughout the Department. In addition, the Chair shall be responsible for faculty assignments and the supervision of teaching loads. With the advice of the Executive Committee, he or she shall make regular evaluations and recommendations to appropriate faculty colleagues and administrative officers. It is expected that the Chair will receive course relief during the term of appointment.
2. The Chair shall be a voting member and serve as convener of the Executive Committee of the Department. The Chair shall also act as convener of the Admissions and Scholarship Committee and the Student Advisory Committee.
3. The Chair shall represent the Department in all present fundraising endeavors and shall explore new avenues for further financial support.
4. The Chair may sit as an *ex officio* member on any of the standing committees of the Department.
5. The Chair may appoint members of other *ad hoc* committees, as necessary, from the appropriate faculties.
6. The Chair shall preside at meetings of the Department.

ARTICLE IV. The Assistant Chair

Section A.

Appointment Procedure

1. The Assistant Chair shall be appointed by the Dean of the Mason Gross School of the Arts for a term concurrent with that of the Chair. Candidates for the position shall be nominated by the Chair.
2. Only faculty members with tenure in the Music Department are eligible to serve as Assistant Chair.

3. In the event that the Assistant Chair is unable to perform his or her duties for any reason, a temporary or permanent replacement shall be appointed by the Dean on the basis of nominations submitted by the Chair.

Section B.

Duties of the Assistant Chair

1. The Assistant Chair shall perform those administrative duties delegated by the Chair. It is expected that the Assistant Chair will receive course relief during the term of appointment.
2. The Assistant Chair shall, in consultation with the Department Administrator, coordinate the scheduling of all courses and faculty assignments for those courses.
3. The Assistant Chair shall supervise and coordinate the activities of all standing committees and will act as convener of the Library Committee and the Recruitment Committee.
4. The Assistant Chair shall consider all proposals for concerts, lectures, workshops, etc. from the faculty, the student body, and agencies outside the University, and make recommendations to the Chair.
5. In the event that the Chair is unable to perform his or her duties for any reason, the Assistant Chair shall perform those duties until the Dean has appointed a replacement.

ARTICLE V. The Director of Undergraduate Programs

Section A.

Appointment Procedure

1. The Director of Undergraduate Programs shall be appointed by the Dean of the Mason Gross School of the Arts for a term concurrent with that of the Chair. Candidates for the position shall be nominated by the Chair.
2. Only faculty members with tenure in the Music Department are eligible to serve as Director of Undergraduate Programs.

Section B.

Duties of the Director of Undergraduate Programs

1. The Director of Undergraduate Programs shall take primary responsibility for the administration of all undergraduate programs (B.A. and B.M.) in music. It is expected that the Director of Undergraduate Programs will receive course relief during the term of appointment.

ARTICLE VI. Committees

Section A. The Executive Committee

Membership: the Chair, the Assistant Chair, the Director of Undergraduate Programs, the Directors of the two graduate committees, and the conveners of the five discipline faculties. A convener may designate an alternate as substitute if he or she is unable to participate at a particular time. At the invitation of the Chair, the Department Administrator may sit as a non-voting member of this committee.

Duties:

1. The committee shall conduct periodically a review of course offerings and major requirements in all degree programs in music.
2. The committee shall act as a personnel committee as described in Article VII, Section B.
3. The committee shall advise the Chair on budgetary matters and personnel affairs, including reallocation of faculty lines within the Department.
4. The committee shall be responsible for resolving any differences among the faculties on matters that affect the whole.
5. The committee shall act on behalf of the entire Music Department faculty when that body is not available for legislative action.

Section B. The Graduate Committee for School 08 Programs

Membership: Five full-time faculty members: two representatives elected by the Performance Faculty, one representative elected by the Jazz Studies Faculty, one representative elected by the Music Education Faculty, and one Director, appointed for a term of three years by the Dean of the Mason Gross School of the Arts from nominations submitted by the three faculties. The Director for School 16 Programs shall sit as an *ex officio* member of this committee. The Chair may serve *ex officio*. It is expected that the Director will receive course relief during the term of appointment.

Duties:

1. The committee is responsible for the supervision of the D.M.A., A.D., and M.M. programs on the New Brunswick campus.

2. The committee is responsible for instruction, curriculum revision, and students' academic and artistic progress.

Meetings: There shall be at least one meeting each academic semester. At least one closed meeting, to be held early in the Spring semester, shall be devoted to evaluation of students' progress and to make recommendations to the Chair for the allocation of teaching assistantships. Other closed meetings, to discuss particular students or faculty personnel issues, shall be held as necessary.

Duties of the Director:

1. The Director shall assume responsibility for advising graduate students and monitoring their progress toward completion of their degree programs.
2. The Director shall appoint examination committee members, as necessary.
3. The Director shall approve faculty advisors for lecture-recitals and is responsible for the constitution of master's and doctoral committees.
4. The Director shall arrange for the administration and evaluation of all examinations required in the various School 08 programs.
5. The Director may appoint members of other *ad hoc* committees, as necessary, from the appropriate faculty.

Section C.

The Graduate Committee for School 16 Programs

Membership: Five full-time faculty members: two representatives elected by the Music History Faculty, two representatives elected by the Music Composition/Theory Faculty, and one Director, appointed for a term of three years by the Dean of the Mason Gross School of the Arts, from nominations submitted by the two faculties. The Director for School 08 Programs shall sit as an *ex officio* member of this committee. The Chair may serve *ex officio*. The Director must be a member of the Faculty of the Graduate School-New Brunswick. It is expected that the Director will receive course relief during the term of appointment.

Duties:

1. The committee is responsible for the supervision of the Ph.D. and M.A. programs on the New Brunswick campus.

2. The committee is responsible for instruction, curriculum revision, and evaluation of students' academic progress.
3. The committee assumes the responsibility for nominating members to the Graduate Faculty-New Brunswick.

Meetings: There shall be at least one meeting each academic semester. At least one closed meeting, to be held early in the Spring semester, shall be devoted to evaluation of students' progress and to make recommendations to the Chair for the allocation of teaching assistantships. Other closed meetings, to discuss particular students or faculty personnel issues, shall be held as necessary. The representative to the Graduate Student Association (or a substitute designated by the Director) may attend open meetings of this Graduate Committee as a non-voting participant.

Duties of the Director:

1. The Director shall assume responsibility for advising graduate students and monitoring their progress toward completion of their degree programs.
2. The Director shall appoint examination committee members, as necessary.
3. The Director shall approve faculty advisors for master's essays and doctoral dissertations and shall be responsible for the constitution of master's and doctoral examination committees and doctoral dissertation committees.
4. In consultation with Ph.D. candidates and their advisors, the Director shall appoint dissertation committee members.
5. The Director shall arrange for the administration and evaluation of all examinations required in the various School 16 Programs.
6. The Director may appoint members of other *ad hoc* committees, as necessary, from the appropriate faculty.
7. As needed, the Director shall oversee the activities of the Graduate Student Committee. Each year, in consultation with the Chair of the Graduate Student Committee, the Director shall appoint a student representative to the Graduate Student Association (GSA).
8. The Director shall collaborate with the Dean of the Mason Gross School of the Arts in all official interactions between the M.A./ Ph.D. programs and the Graduate School in New Brunswick.

Section D. Admissions and Scholarship Committee

Membership: the Chair (who will act as convener), the Assistant Chair, the Director of Undergraduate Programs, the Director of School 08 Programs, and the Director of School 16 Programs.

Duties:

1. The committee shall review faculty reports of auditions and applications for all programs (graduate as well as undergraduate) and make recommendations to the University offices of Admissions. The committee shall consult with appropriate faculties on a regular basis.
2. The committee shall review all scholarship applications and make recommendations to the Chair.

Section E. Curriculum Committee

Membership: Five full-time faculty members: one elected by each of the five discipline faculties for a term of three years. The committee shall elect its own convener, who shall forward the recommendations of the committee to the faculty as a whole.

Duties:

1. The committee shall consider all proposals and recommendations concerning the undergraduate and graduate curricula leading to the various degrees in music offered by or through the Music Department.
2. The committee shall consider all proposals for new courses, the deletion of existing courses, or the revision of current courses.

Section F. Library Committee

Membership: the Assistant Chair (who will act as convener), the Director of Undergraduate Programs, the Director of School 08 Programs, and the Director of School 16 Programs.

Duties:

1. The committee shall consult regularly with administrative representatives from the Laurie Music Library to guarantee that the Library proceeds in a way that will best serve the needs of all music students on the New Brunswick campus.

2. The committee shall act as a liaison between the administrative personnel of the Laurie Music Library and the Executive Committee of the Music Department.
3. Members of the committee will forward requests for new acquisitions and any other requests from the Music Faculty to the appropriate staff of the Laurie Music Library.

Section G. Recruitment Committee

Membership: the Assistant Chair (who will act as convener), the Director of Undergraduate Programs, the Director of School 08 Programs, the Director of School 16 Programs, and three or more faculty members, appointed by the Assistant Chair, from the faculties in Performance, Jazz Studies, and Music Education.

Duties: The committee shall explore various recruitment techniques and make recommendations to the Chair and the Executive Committee.

Section H. Student Advisory Committee

Membership: the Chair (who will act as convener), three students from the Bachelor of Music Program (one each from Jazz Studies, Music Education, and Performance), appointed by the Chair from nominations submitted by the Director of Undergraduate Programs, one student from the Bachelor of Arts Program, appointed by the Chair from nominations submitted by the Director of Undergraduate Studies, one student from the Ph.D. and M.A. Programs appointed by the Chair from nominations submitted by the Director of School 16 Programs, and one student from the D.M.A., A.D., and M.M. Programs appointed by the Chair from nominations submitted by the Director of School 08 Programs. The Department Administrator shall sit as a non-voting member of this committee.

Duties: The committee shall consider all proposals and recommendations concerning student life issues: practice facilities, scheduling, procedural policy, student advisement, and any other concerns voiced by the student body at large.

ARTICLE VII. Appointments, Reappointments, and Promotions

Section A. In accordance with University Regulations, requests for appointments, reappointments, and promotions may be initiated by: the Dean of the Mason Gross School of the Arts or the Chair of the Music Department.

Section B. The Executive Committee, in conjunction with the faculty concerned, shall take an active part in the recruitment and appointment of Department faculty members. Voting members of the faculty (excluding faculty in their terminal year and current retirees) in which appointments are to be made shall be *ad hoc* members of the committee recommending the appointment. Part-time faculty may also participate as non-voting *ad hoc* members of the committee.

Section C. Recommendation for reappointment or promotion shall be made by all faculty members of the Department who hold an equivalent or higher rank.

ARTICLE VIII. Ratification and Amendments

Section A. Ratification of these bylaws shall be by two-thirds of the voting members.

Section B. Amendments

1. Amendments may be proposed in writing to the Executive Committee by a minimum of three voting members of the faculty and will be distributed with the agenda for the next regular meeting of the faculty.
2. A second meeting called specifically for this purpose, if necessary, will allow for further discussion followed by a final vote. The amendment(s) to the bylaws shall be ratified by two-thirds of the voting members present. A written ballot will be circulated if a quorum is not present at the meeting.

Section C. The dates of ratification and subsequent amendments must be placed immediately beneath the title of this document.

Mason Gross School of the Arts
Department of Theater Arts - By Laws



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MASON GROSS SCHOOL OF THE ARTS THEATER ARTS DEPARTMENT BY-LAWS

ARTICLE I ORGANIZATION

Section 1. The Theater Arts Department of Mason Gross School of the Arts (hereafter MGSA) shall consist of all the faculty and all students majoring in theater arts and shall be headed by a Chair who shall be responsible for all degree programs.

Section 2. All students who major in Theater Arts in the Bachelor of Arts (BA), Bachelor of Fine Arts (BFA), Master of Theater Arts (MTA), Master of Theater Arts (MFA) programs shall be members of the Theater Assembly. This body shall elect representatives to the Theater Arts faculty meetings and serve on Theater Arts committees as otherwise described throughout these By-Laws. Elected students will serve for one year.

Section 3. The Executive Committee of the discipline will include the faculty members who serve the discipline in the several capacities: The Chair, Dramaturg, The Heads of Acting, Directing, Playwriting, Design-Tech and Criticism-Academic Studies, The Director of B.A. Studies and The Director of Graduate Studies. The Managing Director, a member of the staff, will meet with the committee, but will be ex officio.

ARTICLE II VOTING MEMBERSHIP

Section 1. Faculty employed half time or more are voting members of the department. Membership and voting responsibilities will be consistent and follow the designations of the By-Laws of the MGSA, and University Regulations on the Rights of the Faculty: 2.86.

Section 2. Two graduate students, one B. F. A. and one B.A. student shall be elected, each from his/her own constituencies, and with no two graduates from the same program. These representatives will have discussion and voting privileges at regular and special faculty meetings on all matters permitted by University regulations.

ARTICLE III MEETINGS

Section 1. There shall be at least one meeting of MGSA Theater Arts faculty each semester. Meetings can be called by the Chair, by the Executive Committee or by written petition of 15% of the voting faculty. At least five days in advance of each faculty meeting, the department secretary shall distribute to the members the agenda and any supporting materials for that meeting.

Section 2. Meetings shall be conducted by Robert's Rules of Order.

Section 3. The Chair shall preside at all meetings of the MGSA Theater Arts Department and the Executive Committee.

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Section 4. A quorum shall consist of 33% of the voting members.

Section 5. Minutes shall be taken at all meetings and shall be distributed to the respective members by the Department Secretary.

Section 6. Additions to the agenda can be made by a 50% vote of the voting faculty members present; such additions, if of a policy nature, may not be voted on until the next meeting.

Section 7. There will be no absentee balloting except when authorized by a 2/3 vote. Matters may, if necessary, be referred to a mailed ballot on the request of 1/3 of the voting members. There shall be a secret ballot on the call of any member.

Section 8. Routine resolutions shall ordinarily be adopted by a simple majority of voting members present.

Section 9. Resolutions designated matters of policy by their originator(s), the Chair, or any committee giving them preliminary consideration shall be adopted by a 2/3 vote of voting members present, after a review by the Executive Committee.

ARTICLE IV OFFICERS: CHAIR

Section 1. The Chair shall perform those functions designated in the MGSA By-Laws and/or delegated by the Executive Committee and the voting faculty and shall represent the interests of the Theater Arts Department to the Dean and to the University. He/She shall preside at all meetings of the Executive Committee or the faculty at large. See University Regulations on Rights of Chair; 2.87.

Section 2. The slate of nominees for Chair shall contain all names proposed by members of the Executive Committee, and any additional names placed in nomination by written petition of three voting members of the faculty.

Section 3. There shall be a secret ballot.

Section 4. The Chair shall be nominated to the Dean by a simple majority of the valid ballots cast by the faculty.

Section 5. He/She shall be a tenured member of the faculty.

Section 6. He/She shall serve a term of three years. Reelection is permitted if necessary.

Section 7. The Chair will appoint the Heads of Programs, and propose committee assignments for the faculty to the Executive Committee.

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Section 8. He/She shall have the same voting privileges as any voting member.

Section 9. He/She shall be subject to recall as described in Robert's Rules of Order.

Section 10. In case of the illness or absence of the Chair, the faculty shall elect an Acting Chair pro tem. In case of extended absence or leave, the faculty shall nominate an Acting Chair for appointment by the Dean of the School.

ARTICLE V OFFICERS: DIRECTORS OF GRADUATE AND UNDERGRADUATE STUDIES

Section 1. The Graduate Director shall be the current Chair of the Graduate Committee. He/She will serve, along with the Department Chair, on the Executive Committee of MGSA, and will further the interests of graduate studies in student recruitment and program development.

Section 2. The Director of Undergraduate Studies shall have responsibility for liason with the undergraduate colleges and Arts and Science faculties. He/She will also further the interests of B.A. studies by serving as advisor to BA majors, and by supervising general education courses. He/She will be appointed by the Chair and shall serve as long as he/she has the support of the Chair and the Executive Committee.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consider all substantive issues and recommend action to the Chair and to the faculty.

Section 2. Any programs or policies proposed by the Chair shall become operational only after a majority vote of the Executive Committee and the voting faculty. The faculty can rescind any decision of the Chair or the Executive Committee by a 2/3 majority secret written ballot.

Section 3. The Executive Committee will serve as the search committee for the department Chair. A secretary to the Executive Committee will be appointed from within its membership who will serve as secretary to faculty in elections and other matters.

Section 4. The Executive Committee shall meet as often as a majority of the Committee or the Chair deems necessary, but at least two times each semester.

Section 5. The membership of the Executive Committee shall be as many as will fulfill the responsibilities outlined in Article 1, section 2. It is assumed certain faculty will serve with more than one function.

Section 6. The Executive Committee is responsible for proposing the production season to be offered to the public by the Department. The Executive Committee will seek the recommendation of both the Dramaturg and the Production/Projects Committee. The Executive Committee will actively seek to provide first class theater to the university community, provide

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rewarding and creative opportunities for the faculty and students involved in these productions, and contribute new drama or original environments within the budgetary limitations of the annual academic year. The choice of season and the appointment of directors and designers will be recommended to the Chair who is the final arbiter where interests of the faculty or other considerations conflict. The Chair shall appoint a dramaturg to assist in finding and developing dramatic work. The Chair shall appoint a managing director to oversee the production season.

ARTICLE VII COMMITTEES

Section 1. The nature and composition of standing and ad hoc committees shall be determined by the Executive Committee. However, there shall be standing committees for admissions, curriculum, personnel, affirmative action, productions and programs, graduate studies, student academic affairs, and scholarships.

Section 2. Membership for the standing committees will be nominated by the Executive Committee after consultation with faculty at large and the interests expressed by each faculty member will be accommodated as far as possible. Faculty members serve indefinite terms and all full time faculty members have committee responsibilities. Part-time faculty serve at their pleasure.

Section 3. It is desirable, but not required, that senior faculty will chair each committee.

Section 4. The Admissions Committee of at least three members will make decisions on incoming B.F.A. students and will, with the director of undergraduate studies, accept and approve applications for BA majors. The committee shall represent the several areas of Theater Arts discipline and the elected Chair will also serve on the MGSA Admissions Committee. Director of B.A. Studies will be a regular member of this committee.

Section 5. The Affirmative Action Committee of at least three faculty and up to three students, shall be concerned with departmental policies involving faculty and student recruitment and performance opportunities. The chair of this committee shall serve as department representative on the MGSA Affirmative Action Committee, if Theater Arts is to be represented there.

Section 6. The Curriculum Committee, of up to four faculty and three non-voting students from the BA, BFA and MFA degree programs, shall be responsible for curriculum development and changes. The elected chair of this committee will serve on the MGSA Curriculum Committee.

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Section 7. The Graduate Committee will be made up of the Heads of Graduate Programs; acting, directing, playwriting, design, tech theater and criticism. The committee will have responsibility for student recruitment, proposing program priorities, general degree requirements and academic review of graduate students. The elected chair of this committee is Graduate Director and shall serve on the Executive Committee of MGSA.

Section 8. The Personnel Committee will be composed of all and only tenured faculty in the discipline and will advise the chair, and will each vote on appointment, promotion, and other personnel matters.

Section 9. The Production and Programs Committee will serve in an advisory capacity to the Executive Committee, and shall have the responsibility to canvass the faculty, and to seek ideas for productions and utilization of spaces which serve the goals described under Article VIII, Section 6. In addition, the committee shall propose enriching resources that may be brought onto campus for Theater Assembly, artist-in-residence, etc. The committee will include at least one member from each of the following areas: design/tech, directing, acting and playwriting and two students, one graduate and one undergraduate. The chair of this committee will serve as member of the MGSA Arts Program Committee.

Section 10. The Scholarship Committee awards department's funds annually and four faculty will be chosen so that each area is represented. Associate Dean of MGSA shall be an ex-officio member of this committee.

Section 11. The Student Academic Affairs Committee considers all matters of undergraduate scholastic standing and special requests involving internships, changes of program, etc. The committee of up to four members which will include the Director of BA Studies, elects a chair who will serve on the MGSA Student Affairs Committee. Students cannot serve on this committee but may propose a slate of nominees from the faculty which will receive consideration and be voted upon by the Executive Committee and the Chair.

ARTICLE VIII AVAILABILITY OF INFORMATION

Section 1. Below-the line budgets shall be open to the inspection of any voting member upon request.

Section 2. Information concerning procedures, financial resources, promotions or any other matters involved in the day-by-day operations of the University is available to all voting members with the exception of that information considered personal in accordance with the By-Laws of the University.

ARTICLE IX AMENDMENTS

Section 1. These By-Laws which have been approved by a majority of the voting members of the faculty may be amended at any meeting provided that written notice of the intent to amend and the text of the proposed amendment has been sent to all members of the department two weeks before the meeting. Amendments may be initiated by written petition to the Executive Committee or the Chair by three voting members of the department or by the Chair. Amendments must be approved by 2/3 of the voting members.

MASON GROSS SCHOOL OF THE ARTS • NEW BRUNSWICK • NEW JERSEY 08903 • 201/932-9289

MASON GROSS SCHOOL OF THE ARTS THEATER ARTS DEPARTMENT BY-LAWS

ARTICLE I ORGANIZATION

Section 1. The Theater Arts Department of Mason Gross School of the Arts (hereafter MGSA) shall consist of all the faculty and all students majoring in theater arts and shall be headed by a Chair who shall be responsible for all degree programs.

Section 2. All students who major in Theater Arts in the Bachelor of Arts (BA), Bachelor of Fine Arts (BFA), Master of Theater Arts (MTA), Master of Theater Arts (MFA) programs shall be members of the Theater Assembly. This body shall elect representatives to the Theater Arts faculty meetings and serve on Theater Arts committees as otherwise described throughout these By-Laws. Elected students will serve for one year.

Section 3. The Executive Committee of the discipline will include the faculty members who serve the discipline in the several capacities: The Chair, Dramaturg, The Heads of Acting, Directing, Playwriting, Design-Tech and Criticism-Academic Studies, The Director of B.A. Studies and The Director of Graduate Studies. The Managing Director, a member of the staff, will meet with the committee, but will be exofficio.

ARTICLE II VOTING MEMBERSHIP

Section 1. Faculty employed half time or more are voting members of the department. Membership and voting responsibilities will be consistent and follow the designations of the By-Laws of the MGSA, and University Regulations on the Rights of the Faculty: 2.86.

Section 2. Two graduate students, one B. F. A. and one B.A. student shall be elected, each from his/her own constituencies, and with no two graduates from the same program. These representatives will have discussion and voting privileges at regular and special faculty meetings on all matters permitted by University regulations.

ARTICLE III MEETINGS

Section 1. There shall be at least one meeting of MGSA Theater Arts faculty each semester. Meetings can be called by the Chair, by the Executive Committee or by written petition of 15% of the voting faculty. At least five days in advance of each faculty meeting, the department secretary shall distribute to the members the agenda and any supporting materials for that meeting.

Section 2. Meetings shall be conducted by Robert's Rules of Order.

Section 3. The Chair shall preside at all meetings of the MGSA Theater Arts Department and the Executive Committee.

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Section 4. A quorum shall consist of 33% of the voting members.

Section 5. Minutes shall be taken at all meetings and shall be distributed to the respective members by the Department Secretary.

Section 6. Additions to the agenda can be made by a 50% vote of the voting faculty members present; such additions, if of a policy nature, may not be voted on until the next meeting.

Section 7. There will be no absentee balloting except when authorized by a 2/3 vote. Matters may, if necessary, be referred to a mailed ballot on the request of 1/3 of the voting members. There shall be a secret ballot on the call of any member.

Section 8. Routine resolutions shall ordinarily be adopted by a simple majority of voting members present.

Section 9. Resolutions designated matters of policy by their originator(s), the Chair, or any committee giving them preliminary consideration shall be adopted by a 2/3 vote of voting members present, after a review by the Executive Committee.

ARTICLE IV OFFICERS: CHAIR

Section 1. The Chair shall perform those functions designated in the MGSA By-Laws and/or delegated by the Executive Committee and the voting faculty and shall represent the interests of the Theater Arts Department to the Dean and to the University. He/She shall preside at all meetings of the Executive Committee or the faculty at large. See University Regulations on Rights of Chair; 2.87.

Section 2.. The slate of nominees for Chair shall contain all names proposed by members of the Executive Committee, and any additional names placed in nomination by written petition of three voting members of the faculty.

Section 3. There shall be a secret ballot.

Section 4. The Chair shall be nominated to the Dean by a simple majority of the valid ballots cast by the faculty.

Section 5. He/She shall be a tenured member of the faculty.

Section 6. He/She shall serve a term of three years. Reelection is permitted if necessary.

Section 7. The Chair will appoint the Heads of Programs, and propose committee assignments for the faculty to the Executive Committee.

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Section 8. He/She shall have the same voting privileges as any voting member.

Section 9. He/She shall be subject to recall as described in Robert's Rules of Order.

Section 10. In case of the illness or absence of the Chair, the faculty shall elect an Acting Chair pro tem. In case of extended absence or leave, the faculty shall nominate an Acting Chair for appointment by the Dean of the School.

ARTICLE V OFFICERS: DIRECTORS OF GRADUATE AND UNDERGRADUATE STUDIES

Section 1. The Graduate Director shall be the current Chair of the Graduate Committee. He/She will serve, along with the Department Chair, on the Executive Committee of MGSA, and will further the interests of graduate studies in student recruitment and program development.

Section 2. The Director of Undergraduate Studies shall have responsibility for liason with the undergraduate colleges and Arts and Science faculties. He/She will also further the interests of B.A. studies by serving as advisor to BA majors, and by supervising general education courses. He/She will be appointed by the Chair and shall serve as long as he/she has the support of the Chair and the Executive Committee.

ARTICLE VI EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consider all substantive issues and recommend action to the Chair and to the faculty.

Section 2. Any programs or policies proposed by the Chair shall become operational only after a majority vote of the Executive Committee and the voting faculty. The faculty can rescind any decision of the Chair or the Executive Committee by a 2/3 majority secret written ballot.

Section 3. The Executive Committee will serve as the search committee for the department Chair. A secretary to the Executive Committee will be appointed from within its membership who will serve as secretary to faculty in elections and other matters.

Section 4. The Executive Committee shall meet as often as a majority of the Committee or the Chair deems necessary, but at least two times each semester.

Section 5. The membership of the Executive Committee shall be as many as will fulfill the responsibilities outlined in Article 1, section 2. It is assume certain faculty will serve with more than one function.

Section 6. The Executive Committee is responsible for proposing the production season to be offered to the public by the Department. The Executive Committee will seek the recommendation of both the Dramaturg and the Production/Projects Committee. The Executive Committee will actively seek to provide first class theater to the university community, provide

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rewarding and creative opportunities for the faculty and students involved in these productions, and contribute new drama or original environments within the budgetary limitations of the annual academic year. The choice of season and the appointment of directors and designers will be recommended to the Chair who is the final arbiter where interests of the faculty or other considerations conflict. The Chair shall appoint a dramaturg to assist in finding and developing dramatic work. The Chair shall appoint a managing director to oversee the production season.

ARTICLE VII COMMITTEES

Section 1. The nature and composition of standing and ad hoc committees shall be determined by the Executive Committee. However, there shall be standing committees for admissions, curriculum, personnel, affirmative action, productions and programs, graduate studies, student academic affairs, and scholarships.

Sect on 2. Membership for the standing committees will be nominated by the Executive Committee after consultation with faculty at large and the interests expressed by each faculty member will be accommodated as far as possible. Faculty members serve indefinite terms and all full time faculty members have committee responsibilities. Part-time faculty serve at their pleasure.

Section 3. It is desirable, but not required, that senior faculty will chair each committee.

Section 4. The Admissions Committee of at least three members will make decisions on incoming B.F.A. students and will, with the director of undergraduate studies, accept and approve applications for BA majors. The committee shall represent the several areas of Theater Arts discipline and the elected Chair will also serve on the MGSA Admissions Committee. Director of B.A. Studies will be a regular member of this committee.

Section 5. The Affirmative Action Committee of at least three faculty and up to three students, shall be concerned with departmental policies involving faculty and student recruitment and performance opportunities. The chair of this committee shall serve as department representative on the MGSA Affirmative Action Committee, if Theater Arts is to be represented there.

Section 6. The Curriculum Committee, of up to four faculty and three non-voting students from the BA, BFA and MFA degree programs, shall be responsible for curriculum development and changes. The elected chair of this committee will serve on the MGSA Curriculum Committee.

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Section 7. The Graduate Committee will be made up of the Heads of Graduate Programs; acting, directing, playwriting, design, tech theater and criticism. The committee will have responsibility for student recruitment, proposing program priorities, general degree requirements and academic review of graduate students. The elected chair of this committee is Graduate Director and shall serve on the Executive Committee of MGSA.

Section 8. The Personnel Committee will be composed of all and only tenured faculty in the discipline and will advise the chair, and will each vote on appointment, promotion, and other personnel matters.

Section 9. The Production and Programs Committee will serve in an advisory capacity to the Executive Committee, and shall have the responsibility to canvass the faculty, and to seek ideas for productions and utilization of spaces which serve the goals described under Article VIII, Section 6. In addition, the committee shall propose enriching resources that may be brought onto campus for Theater Assembly, artist-in-residence, etc. The committee will include at least one member from each of the following areas: design/tech, directing, acting and playwriting and two students, one graduate and one undergraduate. The chair of this committee will serve as member of the MGSA Arts Program Committee.

Section 10. The Scholarship Committee awards departments' funds annually and four faculty will be chosen so that each area is represented. Associate Dean of MGSA shall be an ex-officio member of this committee.

Section 11. The Student Academic Affairs Committee considers all matters of undergraduate scholastic standing and special requests involving internships, changes of program, etc. The committee of up to four members which will include the Director of BA Studies, elects a chair who will serve on the MGSA Student Affairs Committee. Students cannot serve on this committee but may propose a slate of nominees from the faculty which will receive consideration and be voted upon by the Executive Committee and the Chair.

ARTICLE VIII AVAILABILITY OF INFORMATION

Section 1. Below-the line budgets shall be open to the inspection of any voting member upon request.

Section 2. Information concerning procedures, financial resources, promotions or any other matters involved in the day-by-day operations of the University is available to all voting members with the exception of that information considered personal in accordance with the By-Laws of the University.

notice of the intent to amend the constitution
sent to all members of the department two weeks before the meeting. Amendments
may be initiated by written petition to the Executive Committee or the Chair
by three voting members of the department or by the Chair. Amendments must be
approved by 2/3 of the voting members.

Mason Gross School of the Arts
Department of Visual Arts - By Laws

Mason Gross School of the Arts - Visual Arts Department
New Brunswick - New Jersey 08903 - 201/932-9078

2/25/87

MASON GROSS SCHOOL OF THE ARTS
VISUAL ARTS DEPARTMENT BY-LAWS

PREAMBLE

These By-Laws, prepared and adopted by the Visual Arts faculty of the Mason Gross School of the Arts, are intended to govern the affairs of the Visual Arts Department in accordance with University Regulations. In the event of any conflict or inconsistency between these By-Laws and University Regulations, the University Regulations shall prevail.

ARTICLE I. ORGANIZATION

Section 1. The Visual Arts Department shall be a strong and autonomous department of the School, head by a Chair who, under the Dean shall have general administrative responsibility for the academic programs in the department, delegating directorial responsibilities to Graduate and Undergraduate Directors, as indicated in Article V. Officers.

ARTICLE II. FACULTY MEMBERSHIP

A. Members of the MGSA Visual Arts Department shall include:

Section 1. The Dean of the School.

Section 2. All Visual arts faculty who hold an academic appointment in the School; including faculty members on leave; faculty who hold "Fellow" status in other units of the University but whose tenure is in the Mason Gross School of the Arts.

Section 3. All visiting and/or coadjutant faculty who hold an academic appointment in the School.

B. Voting membership in the Visual Arts Department shall be those faculty members who occupy 50 percent or more of an academic position in the current year, and who hold the rank of Instructor or above. Half-time faculty members shall not have a vote during their first year of service.

ARTICLE III. STUDENT MEMBERSHIP

Section 1. B.F.A. and M.F.A. students shall comprise the MGSA Student Association. B.A., B.F.A. and M.F.A. students shall comprise the Visual Arts Assembly.

Section 2. Two graduate (one from each year) and four undergraduate (two B.A. and two B.F.A.) students will be elected, each from their own constituency in the degree program, to serve as student representatives to the faculty for a period of one year.

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Section 3. Elected Student representatives shall have discussion and voting privileges at regular and special faculty meetings on all matters permitted by University Regulations proportionate to a total vote of three. This proportion or total vote may be changed as the growth of the faculty warrants by the ammendment process.

ARTICLE IV. MEETINGS

Section 1. There shall be at least one meeting of the MGSA Visual Arts Faculty each semester. Meetings can be called by the Chair, the Undergraduate Director, the Executive Committee or by written petition of 15% of the voting faculty at least ten days in advance of each regular faculty meeting. The Secretary shall distribute to the members the agenda and any supporting materials for that meeting.

Section 2. There shall be at least one meeting of the MGSA Undergraduate faculty each semester. Meetings can be called by the Undergraduate Director, or by written petition of 15% of the Undergraduate voting faculty at least ten days in advance of each regular faculty meeting. The Secretary shall distribute to the members the agenda and any supporting materials for that meeting. Items in Article IV, Sections 3 to 10 apply equally to Undergraduate Faculty meetings.

Section 3. Meetings shall be conducted by Robert's Rules of Order.

Section 4. The Chair shall preside at all meetings of the MGSA Visual Arts Department and the Executive Committee except those of the Graduate Faculty.

Section 5. A quorum shall consist of 33% of the voting members.

Section 6. Minutes shall be taken at all meetings and shall be distributed to the respective members by the Secretary.

Section 7. Additions to the agenda can be made by a 50% vote of the voting faculty members present.

Section 8. A meeting shall ordinarily last no longer than 90 minutes. After 85 minutes, the Secretary shall inform the Chair and the faculty that 5 minutes remain. After 90 minutes the Chair must advise the faculty that he/she will entertain a motion to adjourn. The motion must be carried by a simple majority.

Section 9. There will be no absentee balloting at any time except when authorized by a 2/3 vote and for the voting to seat the Executive Committee or Committee Memberships. All other matters may, however, if necessary be referred to a mailed ballot on the request of 1/3 of the voting members.

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Section 10. Resolutions designated matters of policy by their originator(s), the Chair, or any committee giving the preliminary consideration shall be adopted by a 2/3 vote of voting members present, after a review by the Executive Committee. The faculty may rescind any decision of the Chair or the Executive Committee by a 2/3 vote.

Section 11. Routine resolutions shall ordinarily be adopted by a simple majority of voting members present.

ARTICLE V. OFFICERS

Section 1. Chair.

He/she will address problems of the Department with the upper administration, the Dean of the School and the Dean's associates and assistants. He/she acting in the interests of, and following the recommendations of the Executive Committee and the voting faculty at large will be in charge of personnel, scheduling, the allocation of the below-the-line budget and the physical spaces allocated to the Department. He/she in concert with the recommendations from the Graduate Faculty or their delegate(s) will allocate all coadjutants, Teaching Assistantships, technical and visiting artists funds. He/she shall delegate reasonable and appropriate responsibilities to the Graduate and Undergraduate Directors and assure that these responsibilities are fulfilled.

Section 2. Undergraduate Director.

The Undergraduate Director shall perform those functions delegated by the Chair, the Executive Committee and the voting faculty. He/she shall convene the Admissions, Curriculum, Gallery Committees and oversee the fulfillment of their goals. He/she shall oversee advising for both the B.A. and B.F.A. students and will be responsible for the coordination and development of academic aspects of those programs including making all necessary recommendations for the development of the programs to the Chair, the Executive Committee and the voting faculty.

Section 3. The slate of nominees for Chair and Undergraduate Director shall contain all names proposed by members of the Executive Committee, and any additional names placed in nomination by written petition of three voting members of the faculty.

Section 4. There shall be a secret ballot.

Section 5. The Chair and Undergraduate Director shall be nominated to the Dean by a simple majority of the valid ballots cast by the faculty.

Section 6. Each shall be a tenured member of the faculty, and the administrative position shall not in any way affect that tenured faculty status.

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Section 7. Each shall serve a term of three years with an option of two renewal years up to a maximum of five years. Any Leaves of Absence shall be included in these terms.

Section 8. Each shall concurrently hold no more than one administrative post in the Department.

Section 9. Each shall have the same voting privileges as any voting member.

Section 10. Each shall be subject to recall as described in Robert's Rules of Order.

Section 11. In case of the illness or absence of the Chair, the Undergraduate Director shall be come Acting Chair pro tem. In case of extended absence or leave, the faculty shall nominate an Acting Chair for appointment by the Dean of the School.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. The Executive Committee will consist of the Chair, the Undergraduate and Graduate Directors and additional faculty elected at large from the voting members of the MGSA to represent program areas not covered by the Chair and Directors.

Section 2. The Executive Committee shall consider all substantive issues and recommend action to the Chair and to the faculty.

Section 3. The Chair will carry out the will and initiative of the Executive Committee and voting faculty. Any programs or policies proposed by the Chair shall become operational only after a majority vote of the Executive Committee and the voting faculty. The faculty can rescind any decision of the Chair or the Executive Committee by a 2/3 majority secret written ballot.

Section 4. The Executive Committee shall meet as often as a majority of the Committee or the Chair deems necessary, but at least two times each semester.

ARTICLE VII. COMMITTEES

Section 1. The nature and composition of standing and ad hoc committees shall be determined by the Executive Committee with the exception of the Search Committee which will be elected by the members of the Department. However, there shall be standing committees for admissions, budget, curriculum (incorporating inter-intra-media studies), personnel, gallery and space.

MGSA VISUAL ARTS BY-LAWS

Section 2. Membership on all committees except the Executive Committee shall be nominated and elected each new academic year. The Executive Committee will serve for a period of two years, with a staggered membership.

ARTICLE VII. BALLOTING

Section 1. There shall be a provision for secret balloting on the call of any member.

ARTICLE IX. BUDGET

Section 1. Below-the-line budgets shall be open to the inspection of any voting member upon request.

ARTICLE X. AVAILABILITY OF INFORMATION

Section 1. Information concerning procedures, financial resources, promotions or any other matters involved in the day-by-day operations of the University is available to all voting faculty members with the exception of that information considered confidential in accordance with the By-Laws of the University.

ARTICLE XI. AMENDMENTS

Section 1. These By-Laws which have been approved by a majority of the voting members of the faculty may be amended at any meeting provided that written notice of the intent to amend and the text of the proposed amendment has been sent to all members of the Department two weeks before the meeting. Amendments may be initiated by written petition to the Executive Committee of the Chair by three voting members of the Department or by the Chair. Amendments must be approved by 1/3 of the members voting.

Mason Gross School of the Arts
Graduate Visual Arts
By Laws

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

Mason Gross School of the Arts • Visual Arts Department
New Brunswick • New Jersey 08903 • 201/932-9078

5/1/87

MASON GROSS SCHOOL OF THE ARTS

GRADUATE VISUAL ARTS DEPARTMENT BY-LAWS

PREAMBLE

These By-Laws, prepared and adopted by the Graduate Faculty of the Visual Arts Department of the Mason Gross School of the Arts, are intended to govern the affairs of the Graduate Department in accordance with the provisions set forth in the several articles that follow and with University Regulations. In the event of any conflict or inconsistency between these By-Laws and University or Mason Gross School of the Arts regulations, the University and the Mason Gross School of the Arts regulations shall prevail. Under these By-Laws, and as provided by University Regulations, the Graduate Faculty of Visual Arts, shall exercise authority over all members of its faculty, and it shall design and control its courses, curricula and programs for majors, and for graduate work in the disciplines.

ARTICLE I. ORGANIZATION

The Graduate Department of Visual Arts is responsible for graduate education in Visual Arts in New Brunswick; and acknowledges its responsibility to provide a full and diverse curriculum, including appropriate options within the major. The Department shall consist of the Graduate Faculty headed by a Graduate Director. The Graduate Director also chairs meetings of the Graduate Faculty.

ARTICLE II. MEMBERSHIP

Section 1. Members of the Graduate Faculty in the Mason Gross School include: The University President; the Executive Vice-President; the New Brunswick Provost; the Dean of the Mason Gross School of the Arts; the Director of University Research and Sponsored Programs; the Dean of University Libraries, and the Deans of other schools and colleges (ex-officio, non-voting).

Section 2. All other members shall be faculty in the Mason Gross School of the Arts. They shall be elected to either Full or to Associate membership in the Graduate Department.

Section 3. There shall be two categories of membership in the Graduate Faculty of Visual Arts: Full Member and Associate Member.

Section 4. Associate members are faculty who are not permanently attached to the University. Associate members may direct research and thesis advising.

Section 5. All line appointments in the Mason Gross School of the Arts are eligible for membership in the Graduate Department. Visiting Artists, Artists-in-Residence, and/or lecturers, as well as coadjutant appointments, may be invited to offer a course and/or to serve as thesis advisors in the graduate division. Invitations, as such, do not confer graduate membership and must be approved by the Graduate Faculty as a whole.

Section 6. Nomination to the Graduate Faculty shall be by a simple majority of the current eligible Graduate Faculty. Ultimate approval and appointment of the nominee shall be by the action of the Dean of the Mason Gross School of the Arts in consultation with the School's Executive Council. Nominations may be initiated by: The Graduate Director; the Executive Committee of the Graduate Department; or by the Graduate Faculty via an annual meeting where new membership is the first order of business.

Section 7. All faculty in the Mason Gross School of the Arts may be invited to submit a graduate course proposal. Implementation will ensure only upon approval of the Graduate Faculty as a whole.

Section 8. Resolutions designated as matters of policy by the Graduate Director or by any committee(s) giving them preliminary deliberation shall be adopted by a 2/3 vote of the voting members present.

Section 9. Routine resolutions shall ordinarily be adopted by a simple majority of the voting members present.

ARTICLE IV. OFFICERS

Section 1. The Graduate Director shall preside at all meetings and shall perform those functions stipulated in University Regulations and in the Mason Gross Visual Arts Department By-Laws under Article I, Organization, Section 1, which states that the Visual Arts Chairperson, while retaining general administrative responsibility for the academic programs in the Department shall delegate the direction of the Graduate Division to an officer chosen by for that purpose by means set forth in the Graduate Visual Arts Department By-Laws.

Section 2. The slate of nominees for Graduate Director shall contain all names proposed by the Graduate Faculty.

Section 3. There shall be a secret written ballot submitted to all voting members.

Section 4. The Graduate Director shall be nominated by a simple majority of the valid ballots cast and recommended to the Dean of the Mason Gross School of the Arts.

Section 5. The Graduate Director shall be a tenured, Full member of the Graduate Faculty and hold the rank of Associate Professor or above; and the position of Graduate Director shall not in any way affect that tenured faculty status.

Section 6. The Graduate Director shall serve a term of three years, (January-December) and may be nominated for an additional two year term, for a maximum of five years. Any leaves-of-absence, for any reason, shall be included in their terms.

Section 7. The Graduate Director shall not hold, concurrently, the office of Undergraduate Director, or Visual Arts Chairpersonship. He/she shall have the same voting privileges as any voting member.

Section 8. The Graduate Director shall be subject to recall as described in Robert's Rules of Order, and with concurrence of the Dean.

Section 9. Each nominee for Graduate Director shall be a Full member of the Graduate Faculty for a minimum of one year before nomination.

Section 10. Policies other than routine, proposed by the Director or by individual faculty members of the committees, shall become operative after a full review of the voting members, and a majority vote. At the written request of 1/3 of the voting members to the Director, any item voted on at a meeting can be submitted to a majority vote, secret written ballot, at a subsequent meeting of the entire Graduate Faculty. The voting members as a whole, can rescind any decision of the Director, of the Executive Committee by a 2/3 majority, secret written ballot.

Section 11. In case of illness or absence of the Director, the eligible voting faculty shall nominate, to the Dean, a person to serve in the capacity of Acting or Pro tem Director for a period not exceeding one year.

Section 12. The Director shall have the same voting privileges as any voting member.

Section 13. The Graduate Director shall have principal responsibility for the conduct and development of such official graduate courses as: Visiting Artists; Faculty Reviews(of first and second year graduate students). These courses shall constitute the Director's graduate instructional load. No further instruction will be required of the Graduate Director.

Section 14. The Graduate Director shall participate with the Review Faculty in making comprehensive studio visits to first year students for the purpose of evaluating the progress of their research and on-going creative work. These reviews will occur at the end of the first, and second semesters of the academic year. The Director will also conduct similar reviews with the Review Faculty in the second year through the courses, "Exhibition," (third semester) and "Thesis" (fourth semester). The coordination of these two courses will constitute the major part of the Director's instructional load, although the grade for "Thesis" will be submitted by the student's Thesis Committee.

Section 15. The Graduate Director will generate and distribute a Graduate Student Handbook, which will be distributed in the early Fall semester of each year spelling out the current requirements of graduation.

Section 16. The Graduate Director, in consultation with the Executive Committee and the Visual Arts Chairperson, will determine the Second Year Teaching Assistant assignments as soon as possible. The Graduate Director and the faculty constitute the sole agency whose function it is to select: Full and Associate members, Teaching Assistants, Coadjutants, Lecturers, and Visiting Artist as well as Artists-in-Residence.

ARTICLE V. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the Director and faculty members, elected at large from the voting members. The faculty committee, of Full members, shall represent each of the designated discipline areas: Two-Dimensional, Three-Dimensional, Critical Studies and Media.

Section 2. The Executive Committee members, shall serve a term of two years, staggered elections. The term of office may be extended for disciplines with a single faculty appointment.

Section 3. The Executive Committee shall deliberate all substantive issues and recommend action to the Dean, Director and Faculty.

Section 4. The Director will carry out the will and initiative of the Executive Committee and voting faculty. Any program or policies proposed by the Director shall become operational only after a majority vote of the Executive Committee and the voting faculty. The faculty can rescind any decision of the Director or the Executive Committee by a 2/3 majority secret written ballot.

Section 5. The Executive Committee shall meet as often as a majority of its membership, or the Director shall deem necessary; but at least once each semester.

Section 6. The Executive Committee while appreciate of the needs of other divisions of the Visual Arts Department will have a strong voice in defining the Graduate Department's line and below-the-line needs, and making these needs known to the Chair of the Department.

ARTICLE VI. COMMITTEES

Section 1. The nature and composition of Standing and Ad-Hoc Committees shall be determined by the Director in consultation and with the consent of the Department.

Section 2. All voting members of the Graduate Department shall be eligible for committee membership.

Section 3. Membership on all Standing Committees, shall be determined by balloting, according to Robert's Rules of Order.

Section 4. Membership on Ad-Hoc Committees may be by appointment by the Director.

Section 5. Standing Committees shall consist of, in accordance with University and Mason Gross School of the Arts Regulations, the following:

- Admissions Committee
- Recruitment Committee
- Budget and Priorities Committee
- Space Committee
- Curriculum Committee
- Personnel Committee
- Visiting Artists Committee
- Grants and Fellowships Committee
- Faculty Review Committee

ARTICLE VII. BALLOTING

Section 1. There shall be a provision for secret written balloting on the call of any voting member.

ARTICLE VIII. CURRICULUM

Section 1. Sixty credits are required for an M.F.A. degree. A normal semester load is 15 credits per semester.

Section 2. The Graduate Director is empowered to identify prior academic deficiencies in the graduate students. He/she is further empowered to require, in the name of the faculty, the satisfaction of such deficiencies by specific additional courses.

Section 3. First Year students are required to register for 081:521-522 Visiting Artists and 081:565-566 First Year Review I & II. Second Year students must take 081:704 Exhibition in the Fall and 081:703 Thesis in the Spring.

Section 4. Graduate students may not take more than one Research Project or Studio Internship per semester. Graduate Faculty will normally accept no more than two students for Research Projects or Studio Internships per semester.

Section 5. There are 300- and 400- level courses available for graduate credit.

Section 6. Students have two semesters to clear an incomplete grade.

Section 7. Transfer of credits cannot be done until the student has completed one semester in the graduate program.

Section 8. Any student working fulltime (outside employment) and having difficulty fulfilling degree requirements within two years can apply for a non-matriculated third year to complete the requirements.

Section 9. At the end of their first semester, the first year class will present an exhibition (two works per student). The second year class will have an exhibition at the Zimmerli Museum in the Spring semester of their last year. Participation in these exhibits is expected unless a student is excused by the Graduate Director, for cause.

Section 10. A Review Faculty consisting of the Director and five at large faculty members on a rotating basis will assist the students at all levels with their creative process and also assist them in making the most effective presentation of their ideas to the reviews of their work which will occur at the end of each semester in various formats.

This same group will, during the first two semesters of a graduate student's work also meet to examine the work, to write written comments on the work--which will be made available to the students, and finally to submit a grade for the review course. In the final semester, a grade for the course, Thesis, will be determined by the student's self-selected Thesis Committee (Pass/fail).

These activities and responsibilities of the Faculty do not carry release time.

ARTICLE IX. BUDGET

Section 1. The Graduate Department, through the medium of its Director, its Executive Committee, and its Budget and Priorities Committee shall research means of funding for scholarships, grants, Visiting Artists, graduate student exhibition catalog, etc.

ARTICLE X. INFORMATION RELEASE

Section 1. Official information that is available to the Graduate Director, the Undergraduate Director, or the Visual Arts Chairperson is, ipso-facto, available to the faculty as a whole insofar as this conforms to University Regulations.

ARTICLE XI. AMENDMENTS

Section 1. These By-Laws, which have been approved by a majority of the voting members of the Graduate Department in Visual Arts, may be amended at any meeting of the Department, provided that written notice of the intent to amend, and the text of the proposed amendment has been sent to all members of the Department two weeks prior to the meeting.

Section 2. Amendments may be initiated by written petition to the Director, by five voting members of the Graduate Faculty.

Section 3. Amendments must be approved by two-thirds of the total faculty members.