

# **New Brunswick Faculty Council Bylaws**

## **(As Revised and Adopted June 2007)**

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### **I. Purpose**

The New Brunswick Faculty Council will be the principal faculty body from which the administration will seek advice and to which the administration will be accountable on campus-wide academic policy issues. In its focus on campus-wide issues, the Faculty Council recognizes the role and appropriate responsibilities of a variety of other avenues for faculty advice and consultation in New Brunswick/Piscataway, including departmental, unit and school faculties and other standing and ad hoc committees.

The campus-wide issues on which the Council will advise and the administration will be accountable encompass such matters as academic regulations, admissions and academic standards, budgetary priorities, curricula and programs, academic support programs, class schedules, graduation requirements, academic integrity policies, libraries, academic personnel policies, physical plant and services, student affairs, academic computing, and research.

The Council will be responsible for gathering the views of the faculty on matters of academic policy and communicating them to the administration effectively and constructively. Administrators will consult with and seek the advice of the Council Chair in making appointments of faculty to campus-wide committees and in making appointments of New Brunswick faculty to University committees.

### **II. Election, Representation, and Composition**

1. Faculty eligible to participate in Council elections and to serve as voting Council delegates (such faculty are henceforth referred to in this document as "faculty members") shall include all full-time tenured and tenure-track faculty who are appointed on faculty lines in faculties, schools, or libraries based in New Brunswick. It shall also include faculty members in dual-campus faculties whose principal

offices are in New Brunswick and two representatives of annual and part-time faculty as specified in #8 below.

2. Individuals whose primary line assignment explicitly removes them from the faculty during their term of appointment (deans, associate deans, and other officers of administration) shall not be eligible to participate in Council elections or to serve as Council delegates during their terms of administrative appointment.
3. Within faculties and schools, departments with fifteen or more faculty eligible to vote shall elect one delegate to the Council. Each faculty or school shall be entitled to an additional delegate for each multiple of fifteen faculty members not belonging to departments entitled to their own delegates. When possible, multi-departmental constituencies shall be comprised of departments located in close proximity to one another. Where practicable, units shall strive to avoid electing representatives on an at-large basis. Each faculty or school shall keep current its plan for representing its small departments in the Council and for nominating and electing Council delegates, and file that plan with the Chair of the Council.
4. Each geographic campus community (Livingston, Douglass, Cook, Busch, College Avenue) and the University College community shall have two delegates. Representatives of the geographic campus communities shall be elected at-large by the eligible faculty of the departments and schools located on that campus. The University College community representatives shall be elected at large by the eligible faculty in New Brunswick/Piscataway.
5. The Graduate School shall have two delegates elected by and from the Graduate Faculty eligible to participate in Council elections.
6. The faculty of the independent research institutes in New Brunswick/Piscataway shall elect two delegates to the Council, one from the humanities/social sciences centers and one from the sciences/mathematics centers; institute delegates shall be elected by and from those faculty members who hold .20 or more of their budgeted lines within such centers.
7. Faculty in the New Brunswick/Piscataway Libraries shall have two delegates to the Council.
8. Annual and part-time faculty shall elect two representatives in a manner consistent with how all other Council representatives are chosen, modified as necessary to suit the special circumstances consequent to their temporary status. The specifics of their electoral practice shall be conveyed to the Faculty Council Chair for review and certification. One of the two representatives shall be from the School of Arts and Sciences and the other from one of the professional schools. One of the representatives shall be a full-time annual and the other shall be a part-time lecturer.
9. Council delegates shall be elected for staggered three-year terms, which begin on September 1 of each year.

10. Elections shall be conducted annually, using secret ballots. Election results shall be reported to the Executive Vice President for Academic Affairs and to the Council by March 15. The Executive Committee, acting as the nominating committee, shall prepare a ballot for the election of officers and Executive Committee members, whose election shall take place by May 15 (see appended Calendar).

### **III. Operation and Authority**

1. The Council normally meets four times each semester during the academic year. Council meetings are open to all members of the New Brunswick faculty. Deans of faculties, schools, and colleges in New Brunswick/Piscataway shall be invited to attend all Council meetings and shall receive all Council mailings.

2. At the beginning of each academic year, the Council Chair shall circulate a tentative agenda for the Council's work during that year; this will normally be done as a series of relevant charges to each committee. This agenda and minutes for each meeting shall be made available to all New Brunswick faculty members.

3. The Council may advise the Executive Vice President for Academic Affairs on all appropriate matters. The Executive Vice President for Academic Affairs is expected to inform the Council fully about plans and proposals of concern to the faculty.

4. The Executive Vice President for Academic Affairs may refer matters to the Executive Committee for inclusion on the Council's agenda. The Executive Vice President for Academic Affairs and the incoming Chair of the Faculty Council will meet each summer to plan an agenda of issues to be addressed by the Council in the coming academic year.

5. The Executive Vice President for Academic Affairs shall normally be present at all Council meetings.

6. Appropriate officers of the administration may be requested to submit to the Council information bearing upon matters under Council consideration and to meet with the Council or its committees. The President of the university shall be invited to address the Council early in each academic year.

7. Council delegates shall be expected to report regularly to their faculty constituents on the work of the Council and to transmit faculty reactions and suggestions to the Council.

8. Meetings of the Council shall be conducted under Robert's Rules of Order.

9. A quorum shall consist of one-third of elected voting members.

10. Vacancies resulting from resignation of members shall be filled by an elected representative within sixty days. No Council member's term shall be cut short by reason of redistribution of delegates.

11. If Council members are unable to serve for a semester during an academic year, their constituents shall elect interim replacements. If council members are unable to serve for more than one semester, their constituents shall have the option of electing replacements for that time period or new representatives to serve the balance of the terms.

12. The Council may not take any action that contravenes the authority vested by University Regulations and Policies in any academic officer or legislative body in New Brunswick/Piscataway or in the University Senate. It may recommend, through appropriate channels, changes in University Regulations and Policies.

#### **IV. Officers and Committees**

1. Council officers shall be a Chair and Vice Chair, serving terms of one year, elected by the full Council. The Chair shall preside over meetings of the Executive Committee of the Council and over meetings of the full Council. The Chair shall appoint a secretary and a parliamentarian. The Vice Chair shall preside in the absence of the Chair and shall be Chair-Elect. Upon election as Vice Chair (and Chair-Elect), the individual shall become an at-large delegate to the Council for a term of three years, and the seat held by the Vice Chair shall be declared vacant and filled for a three-year term.

2. The Executive Committee shall be made up of the Council Chair, the Vice Chair, the immediate Past Chair, and five additional Council members, elected at-large by the full Council. The Executive Vice President for Academic Affairs shall be invited to attend all meetings of the Executive Committee. Among other duties, the Executive Committee shall set the agenda for Council meetings, coordinate the work of the standing committees, review and evaluate the functioning of the Council, and serve as a nominations committee. The Executive Committee shall act for the Council between meetings and during the summer. Such actions are subject to later review when appropriate by the full Council.

3. The Council shall be represented on the President's Faculty Advisory Committee (PFAC) by three representatives serving staggered three-year terms. The representative currently in his or her second year shall serve as chair of the New Brunswick delegation and shall be responsible for gathering views and proposed agenda items from the Council. The delegation chair shall also report regularly to the Council on the meetings of the PFAC. Ordinarily, the incoming chair will begin a three year term on the PFAC. In the event that the incoming chair or any PFAC representative cannot serve, the remainder of the term shall be filled by a special election. If the regular Faculty Council term of a delegation member expires (and the member is not re-elected) during the term of his or her PFAC service, the member shall continue as a Council member until the end of his or her PFAC term.

4. **Standing committees**, whose members are chosen annually, are as follows:

##### *Budget and Planning Committee*

Standing Charge: This Committee considers all matters related to New Brunswick/Piscataway Campus

budget priorities and allocations, general planning, and campus facilities. These responsibilities shall include but are not limited to:

- Reviews the New Brunswick/Piscataway budget allocations annually and makes recommendations to the Executive Vice President for Academic Affairs.
- Reviews New Brunswick/Piscataway Campus budget policy issues, including priorities and allocation of funds, and develops associated recommendations.
- Evaluates the probable financial and academic impact of proposed new programs affecting the New Brunswick/Piscataway campus.
- Considers allocation and maintenance of campus facilities and such issues as campus security, parking, procurement and contracting, and campus mail.
- Considers broad issues related to physical plant and infrastructure, space, transportation, and safety on and among the geographic campuses in New Brunswick/Piscataway.
- Committee representatives serve on relevant University-wide committees and report to the Council.

#### *Faculty Affairs and Personnel Policy Committee*

**Standing Charge:** This Committee considers matters directly concerning faculty, research, and graduate and professional education. These responsibilities include, but are not limited to, the following:

- Considers personnel policies of the University as they affect faculty, staff and graduate students.
- Considers research policies and services, including research and sponsored programs, research contracts, animal care and laboratory facilities.
- Considers patent, and human subject policies of the University.
- Reviews matters concerning academic freedom, equal opportunities, and personnel practices and procedures, as these matters affect the educational mission of the university.
- Considers broad policy issues relating to graduate and professional education.

#### *Academic Standards, Regulations and Admissions Committee*

**Standing Charge:** This Committee considers matters directly related to academic standards, regulations and admissions as they apply to both graduate and undergraduate students, including but not limited to:

- Reviews regulations governing major and graduation requirements, and academic practices and standards, including grading.
- Considers campus-wide issues related to recruitment, retention, publications, financial aid, and minority student interests.

#### *Libraries and Academic Resources Committee*

**Standing Charge:** This Committee considers matters directly related to libraries, academic resources, and

advising, at both the graduate and undergraduate level, including but not limited to:

- Considers issues related to academic resources at the school and campus level, including advising and support services.
- Considers educational policies related to different times, places, and manners of instruction, including distance learning and use of technology.
- Considers and evaluates computer services and policies as they affect the educational mission of the university.
- Considers library priorities, collection growth, and needs.

### *Student Affairs Committee*

Standing Charge: This Committee considers matters directly concerning both graduate and undergraduate students. These shall include, but not be limited to, the following:

- Considers student-life and extracurricular activities and services, and such issues as financial services, bookstores, housing, and dining services.
- Considers issues and policies related to athletic programs and student athletes, including athletic fees, programs and facilities.
- Considers and advises on University policies and operations as they impact students on this campus, such as University policies on student use of drugs and alcohol, disciplinary procedures, reporting student records, and regulating dormitories and fraternities.
- Considers policies on learning communities and co-curricular certificate programs.

### *Curriculum, Teaching, and Honors Committee*

Standing Charge: This committee considers matters relating to honors, undergraduate research, curriculum, and instruction.

- Monitors the needs and success of the core curriculum.
- Develops and proposes modifications to the core.
- Considers various policies and issues related to instruction and curriculum development.
- Considers policies and issues relating to the general honors program, and reviews specific requirements of policies of individual schools.
- Considers issues relating to undergraduate research.
- Considers various policies and issues related to the evaluation of teaching effectiveness.
- Plans an annual conference for New Brunswick faculty on undergraduate education for the exchange of ideas on curriculum and pedagogy.

The Council shall also maintain liaison with other campus committees in all areas of concern to the Council.

5. Except for the Executive Committee, the Council Chair, with the approval of the Executive Committee, shall appoint the members of the standing committees and designate the chairperson annually from among Council members.
6. All standing committees of the Council, except the Executive Committee, may include faculty members who are not elected members of the Council, provided that at least one-third of the faculty members of each standing committee are Council members.
7. All standing committees of the Council, except the Executive Committee, may include administrators, staff, and students as appropriate.
8. Committee members who are not members of the Council shall have votes in committee but not in the full Council. Such committee members shall be expected to attend and participate in the full Council's discussion of any matters that come to the Council from committees on which they sit.
9. All standing committees of the Council shall submit written reports annually to the Council by June 1. The Council Chair shall issue a written annual report to the Executive Vice President for Academic Affairs by July 1.
10. The Executive Vice President for Academic Affairs may, through the Council Chair, refer matters to any of the standing committees of the Council, and receive advice from such committees. Such advice shall be forwarded through the Executive Committee to the Executive Vice President for Academic Affairs.

## **V. Amendments**

Amendments to the bylaws shall be first discussed by the Council. If a majority of the Council votes in favor, a secret ballot on the proposed amendments shall be sent to all Council members. Adoption of amendments shall require a two-thirds vote of the members who cast a ballot.

## **VI. Secret Ballots**

Individual members may opt to vote by electronic mail on issues requiring a secret ballot. In such cases every effort will be made to preserve confidentiality.

## **VII. Calendar**

**FEBRUARY:** Early in February the Chair sends to each New Brunswick/Piscataway faculty dean a list of the current representation within his/her unit, asks for possible changes in the number and distribution of delegates for the coming year, and requires election of any additional delegates and of replacements for those members whose term expires with the academic year.

**FEBRUARY – MAY:** Elections within units using secret ballots takes place. Election results shall be reported by May 1.

**APRIL:** The Chair, with the approval of the Executive Committee, appoints standing committee chairs for the coming year, and prepares a ballot for the election of Vice Chair, who will also be Chair-Elect, and for the five Executive Committee members.

**MAY:** Elections for officers and Executive Committee shall take place. Secret ballots shall be sent to all new and continuing members of the next year's Council.

**JUNE:** Committee membership for the coming year shall be established. Committee reports are due June 1.

**JULY:** Council Chair's annual report is due July 1.

**SEPTEMBER 1:** The new Council takes office. The Council Chair circulates a tentative agenda.