

# **BYLAWS OF THE GRADUATE SCHOOL-CAMDEN, RUTGERS UNIVERSITY**

(Revised in April of 1981, April of 1992, May of 1996, April of 1999, May of 2007, May 2009, May 2010, and May 2016)

## 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 Chancellor, Camden Provost, and to all other appropriate officers of the University. The powers and responsibilities of the Dean shall follow section 50.1.6 of the University Policy. The Dean may delegate such powers as he/she chooses to the Associate Dean.

Section 2. The Rutgers University -Camden Graduate Faculty, subject to the reserved powers of the Board of Governors and the Policies 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 50.1.7 of the University Policy. 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 Fine Arts, Master of Arts in Teaching, Master of Business and Science, Master of Science, Master of Science in Teaching, Master of Public Administration, Doctor of Philosophy, and Doctor of Physical Therapy,.

b) In accordance with Section 50.1.7 of the University Policy, 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 the Graduate Executive Council, which shall consist of the Graduate Program Directors. All standing committees of the Graduate Faculty shall report to the Dean directly, through the Associate Dean, or through the Graduate Executive Council.

Section 4. The basic education unit of the Graduate Faculty shall be the Graduate Program. Under regulation 50.1.7C of the University Policy, 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 shall not be appointed for a term of more than five years. The Program Director, with the concurrence of the appropriate departmental body, 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 an appropriate departmental body, 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/dissertation, 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 Rutgers - Camden Chancellor, the Provost, the Dean and Associate Dean of the Rutgers - Camden Graduate School, the Librarian of the Camden College of Arts and Sciences, and the Deans of the Rutgers Law School, Rutgers - Camden School of Nursing, and Rutgers - Camden Business School shall be ex officio Members of the Graduate Faculty.

Section 2. There are two categories of membership: full 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 membership is limited to persons who hold full-time appointments at Rutgers University -Camden or at the Rutgers Biomedical and Health Sciences (RBHS)..
- c) Except in the cases of persons who hold clinical appointments at RBHS, 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 or Associate Dean.
- e) Changes in membership status subsequent to appointment may be made by the Dean or Associate Dean upon the recommendations of Program Directors. Members who are affected by such changes will be notified in writing by the Dean or Associate Dean.

f) All full-time faculty members in programs offering doctoral degrees should be granted Full status. All affiliated full-time faculty members in programs offering doctoral degrees, as officially designated by the Chair or Director of the respective unit, should be granted Full status.

Section 4. Adjunct Members may be part-time lecturers, full-time NTT faculty, other persons from other schools at Rutgers University-Camden, or other persons from outside Rutgers University and RBHS 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 5. Full 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 graduate students. Adjunct members may teach graduate courses and serve on but not chair the committees of graduate students; they shall have voice but not vote in the affairs of the Graduate Programs and at meetings of the Graduate Faculty.

Section 6. 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 Rutgers - Camden Chancellor, Provost, or the Dean
- b) A vote of the Graduate Executive Council
- c) A petition to the Dean or Associate 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 electronic mail. 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 Graduate 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 50.1.6

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 Graduate 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 Graduate 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 Graduate Executive Council and be made available to members of the Graduate Faculty.

f) The Associate Dean shall keep minutes of the meetings of the Graduate 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 Graduate Executive Council

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 member of its graduate faculty as alternate in the event that the Program Director is unable to represent his/her program.

- b) The Graduate 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 Graduate Executive Council shall initiate such review. The reviewing panel shall be selected by the Graduate 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 Graduate Executive Council shall ordinarily meet at least four times each semester. A majority of the Graduate Executive Council shall constitute a quorum. The Dean, or in his/her absence the Associate Dean, shall preside at all meetings of the Graduate Executive Council. The Dean or the Associate Dean shall cast tie-breaking votes. Additional meetings may be called i) Graduate Dean, ii) by petition of 25 percent of the graduate faculty, or iii) by a vote of the Graduate Executive Council.
- d) Council minutes shall be distributed to all Directors.

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

#### Article V. Amendments

Section 1. The bylaws may be amended at a meeting of the Graduate Faculty, or by mail or email 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 Graduate 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 or email ballot provided that a text of the proposed amendments is mailed or emailed 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.