

CONSTITUTION OF THE UNIVERSITY SENATE

New Jersey Institute of Technology

Revised September 30, 2013

Approved February 6, 2014

Revisions for review at Oct. 4, 2017 University Senate meeting

Revisions for review at Sept. 30, 2020 University Senate meeting

1. MISSION OF THE UNIVERSITY SENATE

The University Senate shall be responsible for conducting business relating to the welfare and improvement of the university exclusive of academic and faculty matters, which are under the purview of the Faculty Senate. The University Senate shall have the authority to recommend policies and procedures; issue appropriate approvals; collaborate, consult, and communicate with other university stakeholder groups and their members, as well as the administration; draw upon the services of all members of the university community; collect and disseminate information; and initiate and pursue inquiries unrelated to individual students or employees, in regard to any and all matters within its purview.

2. SHARED GOVERNANCE: INTRODUCTION AND DEFINITIONS

2.1. Introduction

The establishment of a University Senate is part of a comprehensive system of shared governance articulated in a document titled *Policy on Shared Governance*. As stated in that document, shared governance entails a commitment by NJIT's stakeholder groups—faculty, instructional staff, administrators, staff, undergraduate and graduate students, alumni, and senior staff—to work together for the betterment of the university according to eleven general principles: inclusiveness, mutual trust, participatory decision-making, attainment of the common good, communication, transparency and openness, efficiency, flexibility, innovation, and collegiality/civility, and accountability. It also entails a new governance structure and organization, consisting of two senates: a University Senate, which represents all stakeholder groups (faculty, instructional staff, administrators, staff, undergraduate and graduate students, alumni and senior staff) and a Faculty Senate, which represents the Faculty.

2.2. Definitions of the Stakeholder Groups

2.2.1. Faculty

“The Faculty consists of all full-time positions with the tenure-track ranks of Assistant Professor, Associate Professor, Professor, and Distinguished Professor.” (NJIT Faculty Handbook, Section 2.2.1) The will of the faculty shall be expressed through faculty meetings and through the representative body of the faculty, the Faculty Senate, as defined in the Constitution and Bylaws of the Faculty Senate.

2.2.2. Lecturers and Educators Congress

The Lecturers and Educators Congress (LEC) is the representative body of designated categories of instructional staff (as defined in the Faculty Handbook) and others whom the LEC Constitution identifies as members, including lecturers, adjunct instructors, research professors, post-doctoral scholars/fellows, and professional librarians with teaching responsibilities.

2.2.3. Administrators Council

The Administrators Council represents members of the university work force at or above the level of director but below the level of vice president.

2.2.4. Staff Council

The Staff Council represents members of the university work force below the level of director.

2.2.5. Student Senate

The Student Senate represents the full-time and part-time undergraduate students in the university. <http://studentsenate.njit.edu>

2.2.6. Graduate Student Association

The Graduate Student Association represents the interests of all graduate students in the university. <http://gsa.njit.edu>

2.2.7. Alumni Association

The Alumni Association acts as an umbrella group for all of NJIT's alumni organizations and programs. www.njit.edu/alumni/organization/alumniassociation

2.2.8. Senior Staff

The Senior Staff consists of the Provost and Senior Executive Vice President, the Senior Vice President for Finance and CFO, the Senior Vice President for Real Estate Development & Capital Operations, the Vice President for Development & Alumni Relations, the Senior Vice President for Technology & Business Development, , , the Vice President for Human Resources, the University General Counsel/Vice President for Legal Affairs, the Chief Strategy Officer, the Academic Deans (i.e., the deans of the university's colleges and schools), the Senior Vice Provost for Academic Affairs and Student Services, the Senior Vice Provost for Research, the Dean of Students and Campus Life, and the Vice Provost and CIO

3. MEMBERSHIP

3.1. Voting Membership

The University Senate shall be composed of thirty voting members, as follows: seven faculty members: one selected by and from each degree-granting college or school, and two others selected by and from each of the two degree-granting colleges or schools with the largest number of faculty;

three members of the Lecturers and Educators Congress, selected by that body from three different colleges or organizational units;

two undergraduate students, selected by the Student Senate;

two graduate students, selected by the Graduate Student Association;

two administrators, selected by the Administrators Council;

two staff members, selected by the Staff Council;

two alumni, selected by the Alumni Association;

the President and the Vice President of the Faculty Senate;

The Senior Vice Provost for Academic Affairs & Student Services

the Vice Provost for Graduate Studies;

the Vice Provost for Undergraduate Studies;

the Dean of Students and Campus Life;

The Vice Provost & CIO;

two of the Academic Deans, selected according to the University Senate Bylaws;

and one Vice President or Senior Vice President (other than the Provost), selected according to the University Senate Bylaws.

3.2. Non-Voting Membership

The President of the university and those members of senior staff who are not voting members of the University Senate shall be *ex officio* non-voting members of the University Senate.

3.3. Membership Status of the Presiding Officer

The presiding officer of the University Senate, as defined in the next section of this constitution, shall be a member of the University Senate.

4. **LEADERSHIP**

4.1. Officers

4.1.1. President

The presiding officer of the University Senate, known as the President of the University Senate, shall be the Provost of the university.

4.1.2. Vice President

A Vice President shall be elected by and from the voting members of the University Senate to preside in the absence of the President of the University Senate.

4.1.3. Executive Secretary

An Executive Secretary shall be elected by and from the voting members of the University Senate to maintain and distribute minutes of the meetings and notice of communications received, and conduct correspondence at the direction of the University Senate or its Executive Committee.

4.1.4. Other Officers

The University Senate Bylaws may designate other officers as well as the procedures for selecting them.

4.2. Executive Committee

4.2.1. Membership

The University Senate shall maintain a six-person Executive Committee consisting of (1) the presiding officer/President of the University Senate, (2) the Vice President of the University Senate, (3) the Executive Secretary of the University Senate, (4) one member of the faculty elected for a one-year term by and from the voting membership of the University Senate, (5) one administrator elected for a one-year term by and from the voting membership of the University Senate, and (6) one member from the Staff Council, Lecturers and Educators Congress, undergraduate students, graduate students, or alumni, elected for a one-year term by and from the voting membership of the University Senate, elected according to procedures specified in the University Senate Bylaws.

4.2.2. Leadership

The Executive Committee shall be chaired by the presiding officer/President of the University Senate.

4.2.3. Authority and Responsibilities

The Executive Committee shall act for the University Senate on matters requiring attention between meetings of the University Senate. It shall have the authority to call special meetings of the University Senate, determine the agenda of the University Senate (subject to revision by the University Senate as a whole), serve as intermediary between the committees and the membership of the University Senate, interact regularly with the Executive Committee of the Faculty Senate in order to coordinate matters of mutual concern, interact with the Board of Trustees as opportunities arise, and serve the University Senate in any other ways that may be deemed appropriate by the membership of the University Senate or that may be specified in the University Senate Bylaws.

5. UNIVERSITY SENATE BYLAWS

The University Senate shall maintain bylaws containing additional details about its organization, committees, selection procedures, and other matters. Nothing in the University Senate Bylaws may contradict any principle or stipulation in this constitution.

6. MEETINGS

6.1. Regularity and Frequency of Meetings

The University Senate shall meet regularly, as stipulated in the Bylaws, but not less often than twice per semester. Special meetings may be called by the Executive Committee of the University Senate, as specified in the University Senate Bylaws.

6.2. Open Meetings and Closed Meetings

6.2.1. Open Meetings

Unless otherwise specified, all meetings of the University Senate shall be open to all members of the university.

6.2.2. Closed Meetings

In special circumstances, as set forth in the University Senate Bylaws, the presiding officer of the University Senate may designate a meeting or a portion of a meeting to be closed. Such meetings shall be restricted to voting and non-voting members.

6.3. Quorum

A quorum for transaction of business at any meeting of the University Senate shall be a majority of its voting members.

6.4. Minutes

The University Senate shall keep minutes of its meetings, including tallies of votes taken and records of decisions made. Minutes of open meetings shall be made widely available to the university community.

6.5. Parliamentary Procedure

Unless otherwise specified in the University Senate Bylaws, meetings of the University Senate and its committees shall be conducted according to the rules of procedure in the most recent edition of Roberts' Rules of Order Newly Revised.

7. REPORTING STRUCTURE

1. Direct Reporting to the President

The presiding officer for the University Senate is the Provost and Senior Executive Vice President, who shall report directly to the President of the university.

2. Referrals to the President for Action

University Senate decisions and recommendations that require higher approval shall be referred to the President of the university.

3. Reporting and Referrals to the Board of Trustees

The President of the university shall keep the Board of Trustees informed of University Senate actions. The President of the university may refer a University Senate recommendation to the Board of Trustees for consideration.

2. COMMITTEES

2.1. Authority to Create, Alter, Manage, and Disband Committees

In order to perform its designated functions efficiently and effectively, the University Senate shall have the authority to create, alter, and disband standing committees and ad hoc committees, and to determine their charges, membership, and modes of procedure.

2.1.1. University-Wide Membership Pool

The members of University Senate committees may be drawn from the entire university.

2.1.2. Designation and Management of Committees

Unless otherwise specified in this constitution, regulations for designating and managing standing and ad hoc committees and determining their membership shall be contained in the University Senate Bylaws.

2.2. Standing Committees-

2.2.1. Purpose

Standing committees in the University Senate shall collect and disseminate information on matters of concern within their scope, recommend policies and procedures, approve (subject to review by the full senate) matters within their purview, initiate and pursue inquiries unrelated to individual students or employees, and advise the University Senate on the best course of action for implementation of policy.

2.2.2. Authority to Create Bylaws

Each standing committee shall be authorized to create bylaws to regulate its meetings, officers, and activities.

2.2.3. Authority to Create Subcommittees

At the discretion of the University Senate, standing committees may create subcommittees to handle particular kinds of business that fall under their purview.

2.2.4. Founding Standing Committees

The initial standing committees of the University Senate shall be: 1. Committee on Finances and Facilities; 2. Strategic Planning Steering Committee; 3. Committee on Campus Life; 4. Committee on Information Systems and Communications; 5. Committee on Human Resources.

3. COMMUNICATION AND COLLABORATION BETWEEN THE FACULTY SENATE AND THE UNIVERSITY SENATE

3.1. Communication and Collaboration between Presiding Officers and Executive Committees

The officers and the Executive Committee of the University Senate shall communicate and collaborate regularly with their counterparts in the Faculty Senate in order to coordinate the flow of work and information between the two bodies, especially in regard to issues that have both academic and non-academic components.

3.2. Joint Committees

The Faculty Senate and the University Senate may authorize the formation of joint committees to address issues that have both academic and non-academic components. In such instances, the joint committees shall report to both the University Senate and the Faculty Senate, and the two senates may make joint recommendations to the President of the university.

3.3. Communication of Decisions

All decisions reached by the University Senate shall be communicated to the President of the Faculty Senate at the same time that they are reported to the President of the university.

4. COMMUNICATION WITH THE BOARD OF TRUSTEES

1. Interaction with the Board of Trustees

As opportunities arise for interaction with the Board of Trustees, the University Senate shall be represented by the officers of the University Senate, other members of the Executive Committee of the University Senate, or their designees.

11. FACILITIES, STAFF, AND CREDIT FOR SERVICE

1. Shared Governance Website

In association with the presiding officer and Executive Committee of the Faculty Senate, the presiding officer/President and Executive Committee of the University Senate shall maintain a dedicated Shared Governance website on the NJIT website. Postings shall include regulatory documents (such as the constitutions and the bylaws of each senate), agendas and minutes of senate meetings, reports of senate committees, and other relevant materials.

11.2 Meeting Facilities

The university shall provide the University Senate with suitable space for its meetings.

11.3 Office Facilities and Clerical/Administrative Support

The university shall provide the University Senate with office facilities, a budget sufficient to cover reasonable and appropriate expenses, and appropriate clerical and administrative support.

11.4 Credit for Service to the University Senate

All members of the university who serve in the University Senate or on its committees shall receive appropriate recognition for service to the university.

12. ADOPTION AND AMENDMENT OF THIS CONSTITUTION

12.1. Adoption

This constitution shall be adopted and take effect when it has been (1) ratified by all of the following stakeholder organizations: the faculty, the Lecturers and Educators Congress, the Administrators Council, the Staff Council, the Student Senate, the Graduate Student Association, and the Alumni Association; and (2) approved by the Board of Trustees on the recommendation of the President of the university.

12.2. Amendment

Amendment of this constitution shall take effect when a proposal for amendment, which has been communicated to the university community, has been (1) approved by two thirds of the full membership of the University Senate at a meeting not less than one regularly scheduled meeting following the one at which it was initially proposed, (2) approved by at least five of the stakeholder organizations listed in section 12.1., by means of each organization's own procedures for ascertaining approval, by the conclusion of the following academic semester; and (3) approved by the Board of Trustees on the recommendation of the President of the university.