

## FACULTY SENATE BY-LAWS

**Approved by the Board of Trustees Feb. 6, 2014**

**Amended by the Faculty Senate Sept. 3, 2015;  
Approved by the Board of Trustees Sept. 17, 2015**

### I. INTRODUCTION

- A. These bylaws are formulated in accordance with Section 5 of the Constitution of the Faculty Senate, which states that “the Faculty Senate shall maintain bylaws containing additional details about its organization, committees, and procedures.” It further states that “nothing in the Faculty Senate Bylaws may contradict any principle or stipulation in this constitution.”
- B. Terms such as “academic unit,” “faculty,” and “instructional staff” are defined in these bylaws according to the definitions in the latest versions of the NJIT Faculty Handbook and the Constitution of the Faculty Senate.

### II. MEMBERSHIP

#### A. Voting Membership

##### 1. Eligibility

###### a. Eligibility to Serve

- (1) In order to be eligible to serve as a voting member of the Faculty Senate, an individual, at the time of an election (a) must be a full-time faculty member holding a primary appointment in the academic unit that he or she shall represent; (b) may not currently hold an administrative position higher than Department Chairperson; and (c) must have been employed at NJIT for a minimum of three years. The last of these requirements does not apply to new academic units during the first five years after their formation.
- (2) Elected members of the Faculty Senate may be reelected.

###### b. Eligibility to Vote

Eligibility to vote for Faculty Senate representatives in an academic unit shall be limited to full-time faculty who, at the time of an election, (1) hold a primary appointment in that academic unit, and (2) do not currently hold an administrative position higher than Department Chairperson.

##### 2. Term of Office

###### a. Normal Term of Office

###### (1) Duration of Term

The normal term of office shall be three years, beginning on September 1 and ending on August 31.

###### (2) Staggered Terms

Terms shall be arranged so that approximately one-third of the membership changes each year.

###### b. Special Circumstances

###### (1) Temporary Cessation of Term and Temporary Replacements

A voting member of the Faculty Senate who is temporarily unable to serve shall

be replaced by another eligible member from the same academic unit, appointed by the head of the academic unit. The replacement representative shall be appointed to serve for a designated period, not to exceed one year. If time remains in the three-year term of the elected representative after the replacement period has ended, the elected representative shall finish the remainder of the term.

(2) Premature End of Term and Permanent Replacements

If a faculty member permanently vacates his or her position as a Faculty Senate representative before the end of the term, the affected academic unit shall elect a replacement for the remaining portion of the term as quickly as possible.

3. Election Procedures

a. Determination of Proportional Representation through Annual Faculty Census

Between February 1 and 15 of each year, the Provost's office shall provide the President of the Faculty Senate, all academic Deans, and all Department Chairpersons with the total number of faculty members in each academic unit as of January 31 of that year. These numbers will be used for calculating the numbers of voting members from each academic unit for the academic year that begins the following September.

b. Updated Voting Membership List

Based on (1) the figures in the annual faculty census and (2) the principle of proportional representation specified in Section 3.1.1.1 of the Constitution of the Faculty Senate (i.e., "units with fewer than 15 faculty shall have one representative; units with 15–29 faculty shall have two representatives; units with 30 or more faculty shall have three representatives"), the President of the Faculty Senate shall update the Founding Voting Membership list in Section 3.1.1.2 of the Constitution of the Faculty Senate and send the latest voting membership list to the Provost, academic Deans, and Department Chairpersons by the end of February.

c. Implementation of Updated Voting Membership List

(1) In the event that an academic unit gains one or more representative(s), an election will be held for a term starting with the next academic year.

(2) In the event that an academic unit loses representation, the elected Faculty Senate voting member from that academic unit shall complete their terms.

(3) In the event that academic units are changed or combined, elected Faculty Senate voting members from the affected units shall complete their terms before any reduction in representation is implemented.

d. Timing of Elections

By April 15, academic units with one or more open seats in the Faculty Senate shall conduct elections, in which all eligible voters shall have the opportunity to participate. The results shall immediately be reported to the President of the Faculty Senate.

e. Conduct of Elections

Subject to the rules of eligibility in Section II.A in these bylaws, each academic unit shall conduct elections for its Faculty Senate representatives. The winners of such elections shall be the candidates who receive a majority of the votes cast.

4. Duties of Voting Members

All Voting Members of the Faculty Senate are expected to perform the following duties:

- a. Attend all meetings of the Faculty Senate committees to which they are appointed, and participate fully and knowledgeably in the deliberations of the Faculty Senate and their assigned committees.
- b. Keep their academic units informed of Faculty Senate business and decisions.
- c. Solicit the opinions of other faculty and instructional staff in their academic units about Faculty Senate business.
- d. Represent the academic interests of the faculty and university as a whole, as well as the interests of their own academic units.

B. Non-voting Membership

1. Founding Non-Voting Membership

As stated in Section 3.2 of the Constitution of the Faculty Senate, the Faculty Senate may contain up to sixteen non-voting members drawn from other stakeholder groups besides the faculty. The founding non-voting membership shall consist of

The Provost

The Senior Vice-President for Research and Development

The Vice-President for Academic Support and Student Affairs

The Dean of Newark College of Engineering

The Dean of the College of Science and Liberal Arts

The Dean of the College of Architecture and Design

The Dean of the School of Management

The Dean of the College of Computing Sciences

The Dean of the Albert Dorman Honors College

The University Librarian

Two members of the Lecturers and Educators Congress, selected by that body from two different colleges, schools, or organizational units

One Undergraduate Student selected by the Student Senate

One Graduate Student selected by the Graduate Student Association

One Administrator selected by the Administrators Council

One Staff Member from an academic unit, selected by the Staff Council

2. Term of Office and Selection Process for Non-Voting Members Who Represent Particular Stakeholder Groups

Non-voting members of the Faculty Senate who are elected by their stakeholder groups shall serve one-year terms, beginning on September 1. Each stakeholder group shall follow its own procedures for selecting, recalling, and replacing its Faculty Senate representative(s). Each stakeholder group shall inform the President of the Faculty Senate of the names and contact information of its Faculty Senate representative(s) by the end of April for the term beginning the following September, and as soon as possible in the event that its representative(s) should change during a term of office.

3. Changes in the Composition of the Non-Voting Membership

As stated in Section 3.2.1 of the Constitution of the Faculty Senate, the composition of the non-voting membership may be altered by the Faculty Senate, subject to the numerical limit of sixteen non-voting members. Such a change requires a two-thirds vote of the voting membership at a duly constituted Faculty Senate meeting, after a proposal for the change has circulated among the members for at least ten business days.

4. Duties of Non-Voting Members

All non-voting members of the Faculty Senate are expected to perform the following duties:

- a. Attend all meetings of the Faculty Senate and Faculty Senate committees to which they are appointed, and participate fully and knowledgeably in deliberations of the Faculty Senate and their assigned committees.
- b. Keep their constituent groups informed of Faculty Senate business and decisions.
- c. Solicit the opinions of other members of their constituent groups about Faculty Senate business.
- d. Represent the academic interests of the university as a whole, as well as the interests of their own constituent groups or departments.

**III. FACULTY SENATE LEADERSHIP**

A. The President and Vice President

The chief officers of the Faculty Senate shall be the President and the Vice President, each serving one-year terms beginning on September 1.

1. Normal Process of Election and Succession

a. Election of the Vice President

- (1) Toward the end of each spring semester, the voting members of the Faculty Senate shall elect one of their number to be the next Vice President, whose term shall begin on the following September 1.
- (2) The President shall send out a call for nominations at least five business days before the scheduled election, and the election shall be held by closed ballot at the next duly convened meeting of the Faculty Senate.
- (3) Nominees for Vice President shall ordinarily be limited to voting members who are completing the first year of their term in the Faculty Senate. However, this rule may be overturned by a majority vote of those voting on this issue.
- (4) If there are no more than two nominees, the one receiving the largest number of votes shall be elected.
- (5) If there are more than two nominees, the one receiving a majority of the votes cast shall be elected. If no candidate receives a majority of the votes cast, a runoff election shall immediately be held between the two nominees with the largest vote totals.

b. Succession of the Vice President to President

The Vice President shall normally succeed to the Presidency on September 1, following the expiration of his or her term as Vice President and the expiration of the term of the outgoing President.

2. Special Circumstances Affecting the Normal Process of Election and Succession

a. Premature End of Term and Replacement

If the President or Vice President vacates his or her office before the end of the term, the voting members of the Faculty Senate shall elect, from among their ranks, a new President or Vice President to serve the remainder of the term.

b. Removal of the President or Vice President

The Faculty Senate may remove the President or Vice President from office by a two-thirds majority vote of the voting membership. An individual who has been removed from the office of President or Vice President shall continue to serve as

a regular voting member of the Faculty Senate for the duration of his or her term.

3. Duties of the President and Vice President of the Faculty Senate

In performing their duties, the President and Vice President shall at all times maintain open channels of communication with the members of the Faculty Senate and strive to represent their will.

a. Duties of the President of the Faculty Senate

The duties of the President shall include:

- (1) Serving as the presiding officer of the Faculty Senate.
- (2) Calling and conducting meetings of the Faculty Senate, and preparing meeting agendas.
- (3) Calling and conducting Faculty Meetings, and preparing meeting agendas.
- (4) Chairing the Executive Committee of the Faculty Senate.
- (5) Appointing the members of Faculty Senate Ad Hoc Committees, and interacting with the chairpersons of Ad Hoc and Standing Committees about their business.
- (6) Preparing an annual report, assessing the accomplishments and effectiveness of all facets of Faculty Senate activities and citing areas to which the Faculty Senate should direct its efforts.
- (7) Serving as a member of the University Senate and communicating regularly with its leaders about Faculty Senate and University Senate business.
- (8) Meeting regularly—along with the Vice President of the Faculty Senate—with the Provost about Faculty Senate and faculty business.
- (9) Representing—along with the Vice President and Executive Committee of the Faculty Senate, as appropriate—the Faculty Senate and the faculty in interactions with the Provost, the President of the university and the Board of Trustees, as well as with any other individuals and bodies inside or outside the university with which communication on behalf of the Faculty Senate or the faculty is deemed appropriate by the Faculty Senate. On such occasions, the President of the Faculty Senate shall be accompanied by at least one other member of the Executive Committee of the Faculty Senate.
- (10) Preparing—and presenting to the faculty and all other stakeholder groups, the Provost, the President of the university, and the Board of Trustees—an annual report at the end of each academic year, containing the main activities and accomplishments of the Faculty Senate and its committees, and recommendations about the chief issues to be taken up by the Faculty Senate in the following year.
- (11) Overseeing the reporting of Faculty Senate decisions and recommendations to the Provost and the President of the university, and receiving and communicating to the Faculty Senate and the faculty the outcomes of recommendations and approvals by the Provost, the President of the university, and the Board of Trustees.
- (12) Posting of Faculty Senate and faculty materials on the Faculty Senate webpage, including minutes of meetings and the latest versions of the Constitution of the Faculty Senate, the Faculty Senate Bylaws, and the Faculty Handbook.

b. Duties of the Vice President of the Faculty Senate

The duties of the Vice President shall include:

- (1) Assisting the President in performing the President's duties.
- (2) Performing the duties of the President in the President's absence.
- (3) Serving as a member of the Executive Committee of the Faculty Senate.
- (4) Serving as a member of the University Senate and communicating regularly with its leaders about Faculty Senate and University Senate business.
- (5) Meeting regularly—along with the President of the Faculty Senate—with the Provost about Faculty Senate business. In the event that the Vice President cannot be present at such a meeting, the President shall be accompanied by at least one other member of the Executive Committee of the Faculty Senate.
- (6) Representing—along with the President and Executive Committee of the Faculty Senate, as appropriate—the Faculty Senate and the faculty in interactions with the President of the university and the Board of Trustees, as well as with any other individuals and bodies inside or outside the university with which communication on behalf of the Faculty Senate or the faculty is deemed appropriate by the Faculty Senate.
- (7) Serving as Secretary of the Faculty Senate, with the assistance of the Recording Secretary.

B. Other Faculty Senate Officers

A majority of those voting at a regular meeting of the Faculty Senate may create temporary officer positions as needed, and shall fill such positions from among their number by a majority of those voting at a regular meeting. The Faculty Senate may also create additional permanent officer positions, but this must be done through the process of amending these bylaws. Any Faculty Senate officer may be removed by the procedure stated in Section III.A.2.b above.

C. The Executive Committee

In accordance with Section 4.2 of the Constitution of the Faculty Senate, the Faculty Senate shall maintain an Executive Committee consisting of the President of the Faculty Senate (who shall be its presiding officer), the Vice President, and three other voting members of the Faculty Senate.

1. Formation of the Executive Committee

- a. The three members of the Executive Committee besides the President and Vice President shall be elected by, and from among, the voting members of the Faculty Senate for one-year renewable terms, beginning September 1.
- b. The election shall normally take place at the last regular meeting of the spring semester. However, in the event that the election process cannot be completed by the end of the spring semester, it shall be completed as soon as possible after that time.
- c. The President of the Faculty Senate shall send out a call for nominations to the voting members at least five business days before the scheduled election. Any voting member of the Faculty Senate may nominate him/herself or another voting member.
- d. The voting members shall strive to nominate and elect an Executive Committee that includes representatives from different colleges and schools and that reflects the diversity of the NJIT faculty.

2. Duties of the Executive Committee

The Executive Committee shall perform the following duties:

- a. Interact regularly with the Executive Committee of the University Senate in order to coordinate matters of mutual concern.
- b. Support the President and Vice President of the Faculty Senate in interactions with the Provost, the President of the university, the Board of Trustees, and others, including providing a replacement for the Vice President if the Vice President is unable to attend a meeting or event.
- c. Assist the President and Vice President with the management of Faculty Senate business.

#### **IV. MEETINGS OF THE FACULTY SENATE**

##### **A. Regular Meetings**

As mandated by the Constitution of the Faculty Senate, the Faculty Senate shall meet regularly during the fall and spring semesters—normally every other week, but not less often than once a month.

##### **B. Special Meetings**

Special meetings shall be held (1) by the decision of the President of the Faculty Senate or (2) upon request by at least one-third of the voting members who think it necessary to address a particular issue that they believe should not wait until the next regular meeting.

##### **C. Quorum**

The quorum at meetings of the Faculty Senate shall be a majority of its voting membership.

##### **D. Referred Issues**

###### **1. Timeliness of Responses**

In accordance with Section 6.4.2 of the Constitution of the Faculty Senate, issues referred to the Faculty Senate by the Provost, the President of the university, the Board of Trustees, the University Senate, or any stakeholder group shall be addressed by the Faculty Senate in a timely manner.

###### **2. Collaborative Nature of Responses**

The Faculty Senate leadership shall confer with the referring individual or the leadership of the referring group about the referred issue, and may invite the referring individual or representatives from the referring group to meet with the Faculty Senate or its leadership to discuss it. Feedback from the referring individual or group shall be taken into account in any vote or decision made by the Faculty Senate.

##### **E. Rules of Order at Faculty Senate Meetings**

1. Unless otherwise specified in the Constitution of the Faculty Senate or Faculty Senate Bylaws, meetings of the Faculty 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.
2. Decisions at Faculty Senate meetings are determined by a majority of votes cast on motions. Voting members may vote for or against a motion, or they may register an abstention. However, abstentions are not considered "votes cast."

##### **F. Open and Closed Meetings of the Faculty Senate**

###### **1. Open Meetings of the Faculty Senate**

As stated in Section 6.2.1 of the Constitution of the Faculty Senate: “unless otherwise specified, and subject to limitations of space, all meetings of the Faculty Senate shall be open to all members of the university community.”

- a. In open meetings, the voting and non-voting members of the Faculty Senate shall normally sit at the same table, along with (1) members of Faculty Senate committees who are making presentations or presenting reports, and (2) individuals whom the President of the Faculty Senate has invited to a particular meeting because of their knowledge or expertise. If meetings are held in a room in which seating is classroom style, the members and others mentioned above shall sit in a designated area.
- b. Other visitors shall sit in a different area from those mentioned above. Such visitors shall be observers, unless the President of the Faculty Senate decides to open discussion of a particular topic to everyone in attendance or to particular visitors because of their knowledge or expertise.

2. Closed Meetings of the Faculty Senate

As stated in Section 6.2.2 of the Constitution of the Faculty Senate, a meeting of the Faculty Senate may be closed in “special circumstances.” Such circumstances normally involve issues that are deliberative, consultative, or advisory, or that concern specific personnel, individual privacy, student records, or any other matters deemed confidential by law. The President of the Faculty Senate shall report to the Faculty Senate on the results of such closed meetings.

- a. A meeting may be declared to be closed in one of two ways: (1) by announcement of the President of the Faculty Senate, or (2) by majority of the votes cast by the voting members.
- b. Meetings or parts of meetings that are closed shall be restricted to the voting and non-voting members of the Faculty Senate.
- c. Besides the information provided in the minutes, the voting and non-voting members of the Faculty Senate shall be aware that business conducted in closed meetings of the Faculty Senate is confidential.

G. Minutes

The Faculty Senate shall keep minutes of its meetings, including tallies of votes taken and records of decisions made, according to the following procedures:

1. The minutes shall be taken by an administrative support person, assigned by the Provost to serve as the Recording Secretary of the Faculty Senate.
2. After each meeting, the Recording Secretary shall share a draft of the minutes with the Vice President who, after making any necessary corrections and amendments, shall authorize their circulation to the voting and non-voting members of the Faculty Senate.
3. The minutes shall be reviewed, corrected (if necessary), and considered for approval at the beginning of the next Faculty Senate meeting.
4. The Recording Secretary shall then arrange for the approved minutes to be posted on the Faculty Senate website.
5. Minutes from closed meetings shall not be distributed beyond the membership of the Faculty Senate.

**V. FACULTY MEETINGS AND THE FACULTY HANDBOOK**

A. The Faculty Handbook



As stated in Section 7.2 of the Constitution of the Faculty Senate, “the Faculty Senate shall be responsible for maintaining the Faculty Handbook.”

1. Procedure for Changing the Faculty Handbook

- a. Proposed changes to the Faculty Handbook shall normally originate in the Committee on Faculty Rights and Responsibilities and be brought to the full Faculty Senate for consideration and review.
- b. Proposed changes of a stylistic or organizational nature may be approved by majority vote of the Faculty Senate alone prior to transmittal to the Provost for higher-level approval.
- c. Proposed changes of a substantive nature shall require approval by a majority of the votes cast by the eligible voters at a faculty meeting, at least ten business days after the proposed changes have circulated among the faculty.
- d. After proposed changes to the Faculty Handbook have been approved at a meeting of the Faculty Senate or at a meeting of the faculty, as appropriate, the President of the Faculty Senate shall send the proposed changes to the Provost for review by the Provost and the President of the university. This review shall normally be completed and reported to the President of the Faculty Senate within 30 business days after being received by the Provost.
- e. If the Provost and the President of the university approve the proposed changes, the President of the university shall then transmit and recommend the proposed changes to the Board of Trustees for consideration and approval at the next scheduled Board meeting. The outcome of the issue shall be reported to the President of the Faculty Senate as soon as possible after the Board meeting.
- f. If the proposed changes are not approved and recommended by the Provost and the President of the university, the President of the Faculty Senate may invite the Provost and the President of the university to meet with the Executive Committee of the Faculty Senate to discuss the relevant issues and explore resolution. If a resolution is agreed upon, the revised text shall be returned to the Faculty Senate or to a meeting of the faculty, as appropriate, for another vote, and the process shall continue according to the procedure stated above.

2. Posting of the Faculty Handbook

The President of the Faculty Senate shall be responsible for posting the official version of the approved Faculty Handbook on the Faculty Senate website.

B. Faculty Meetings

As stated in Section 7.3.2.1 of the Constitution of the Faculty Senate, the Faculty Senate “shall be responsible for convening and conducting meetings of the faculty, and for formulating agendas for such meetings, according to the stipulations in the Faculty Senate Bylaws.”

1. Purpose of Faculty Meetings

Faculty meetings shall be convened in order to (1) communicate information to and from the faculty and (2) consider and vote on action issues. Action issues brought to faculty meetings may be of three kinds:

- a. Proposed substantive changes to the Faculty Handbook, as discussed in Section 7.3.1.2.1 of the Constitution of the Faculty Senate and in Section V.A.1. above.

- b. Proposals for changes to the Constitution of the Faculty Senate, which require a two-thirds majority of the votes cast at a faculty meeting.
  - c. Any other issues deemed sufficiently important by either (1) a majority of the voting membership of the Faculty Senate, or (2) 50 faculty members who submit a petition to the President of the Faculty Senate, in accordance with Section 7.3.2.2.2 of the Constitution of the Faculty Senate.
- 2. Quorum at Faculty Meetings  
A quorum at faculty meetings shall be 20 percent of the voting membership.
- 3. Rules of Order at Faculty Meetings
  - a. Unless otherwise specified in the Constitution of the Faculty Senate or Faculty Senate Bylaws, faculty meetings shall be conducted according to the rules of procedure in the most recent edition of Roberts' Rules of Order Newly Revised.
  - b. Unless otherwise stated in these bylaws, decisions at faculty meetings are determined by a majority of votes cast on motions. Voting members may vote for or against a motion, or they may register an abstention. However, abstentions are not considered "votes cast."
- 4. Voting Members  
Voting at faculty meetings shall be as defined in Section 2.2.1 of the Faculty Handbook.
- 5. Regular Faculty Meetings  
Regular meetings of the faculty shall be held at least once during the Fall semester and at least once during the Spring semester.
  - a. The President of the Faculty Senate shall inform the faculty of the times of regular faculty meetings at the beginning of each Fall and Spring semester.
  - b. At least ten business days before each regular meeting, the President of the Faculty Senate shall formulate and send to the faculty a provisional agenda that includes motions to be considered at the meeting. The President of the university shall be invited to deliver a "state of the university" address to the faculty at the first regular faculty meeting of each academic year.
  - c. The Provost shall report on the state of academics and faculty issues at each regular faculty meeting.
- 6. Special Faculty Meetings
  - a. Grounds for Convening Special Faculty Meetings  
In accordance with Section 7.3.2.2.2 of the Constitution of the Faculty Senate, special faculty meetings shall be convened by the President of the Faculty Senate whenever any one of the following three conditions is met:
    - (1) A recommendation submitted to the President of the Faculty Senate by a majority of the voting membership of the Faculty Senate, specifying their reason(s) for wanting a special faculty meeting.
    - (2) A petition submitted to the President of the Faculty Senate by at least 50 faculty members, specifying their reason(s) for wanting a special faculty meeting.
    - (3) A request by the President of the university, specifying the reason(s) for wanting a special faculty meeting.
  - b. Procedure for Convening Special Faculty Meetings

If any of these conditions is met, the President of the Faculty Senate shall set a date for a special faculty meeting as soon as possible and shall inform the faculty of the time and place of the meeting as well as the reason(s) that the meeting has been requested.

c. Agenda of Special Faculty Meetings

When the President of the Faculty Senate formulates the agenda of a special faculty meeting, the first item of business shall always be the primary reason(s) for holding the meeting, according to Section V.B.6.a. above.

7. Open Faculty Meetings

a. Invited Guests, Participating Visitors, and Observers

Subject to the provisions stated below, faculty meetings may be attended by others besides the voting members:

(1) Invited Guests

The President of the Faculty Senate may invite particular individuals from inside or outside the university to attend faculty meetings and, if appropriate, to participate in its deliberations with voice but not vote.

(2) Participating Visitors

The following visitors may participate in discussions and debates at faculty meetings, with voice but not vote: members of the NJIT instructional staff; members of committees of the Faculty Senate who are not members of the faculty; the Presidents or heads of the Staff Council, Student Senate, Graduate Student Association, and Alumni Association; members of the Board of Trustees; and faculty from other universities who are members of NJIT federated departments.

(3) Observers

All other visitors who attend faculty meetings shall be silent observers, unless the President of the Faculty Senate decides to open discussion of a particular topic to everyone in attendance or to designated observers whose views or expertise are especially valued on a particular matter.

b. Space Limitations

Attendance at faculty meetings by non-faculty is subject to limitations of space, as determined by the President of the Faculty Senate. If space is at issue, the order of priority shall be Invited Guests, Participating Visitors, and Observers.

c. Attendance by the General Public and the Press

Faculty meetings are closed to the general public and to all members of the press (other than NJIT student media), unless the President of the Faculty Senate grants them prior approval to attend a faculty meeting or a portion of a faculty meeting as Invited Guests.

8. Closed Faculty Meetings

As stated in Section 7.3.2.3.2 of the Constitution of the Faculty Senate, "In special circumstances, as set forth in the Faculty Senate Bylaws, the presiding officer of the Faculty Senate may designate a meeting or a portion of a meeting of the faculty to be closed."

- a. Such circumstances normally involve issues that are deliberative, consultative, or advisory, or that concern specific personnel, individual privacy, student records, or any other matters deemed confidential by law.

- b. A faculty meeting may be closed in one of two ways: (1) by a majority vote of the voting members of the Faculty Senate at a regular or special Faculty Senate meeting, or (2) by majority vote of the voting members at a duly constituted faculty meeting.
- c. Meetings or parts of meetings that are closed shall be restricted to voting members of the faculty.
- d. The voting members of the faculty shall be aware that business conducted in a closed faculty meeting is confidential.

## **VI. COMMITTEES**

### **A. General Principles of Faculty Senate Committees**

- 1. As stated in Section 10.1 of the Constitution of the Faculty Senate, “the Faculty Senate shall have the authority to create, alter, and disband standing committees and ad hoc committees,” according to regulations set down in the Faculty Senate Bylaws. Unless otherwise stipulated in the Constitution of the Faculty Senate or these bylaws, the regulations for creating, altering, and disbanding committees shall be those found in the current edition of Robert’s Rules of Order Newly Revised.
- 2. The committees reporting to the Faculty Senate shall be concerned with policies, procedures, recommendations and, where authorized, approvals that concern faculty and academic matters. University committees whose main charge is to nominate, select, or make decisions about particular individuals shall not be committees reporting to the Faculty Senate. Examples of such committees include the University Promotion and Tenure Committee; the Distinguished Professors Committee; the Committee on Sabbaticals; the Excellence in Teaching Committee; the Committee on University Awards, Lecture and Commencement; the Committee on Academic Standing; the Committee on Student Appeals; and the Committee on Graduate Appeals. However, the decisions and recommendations of Faculty Senate committees may affect the policies and procedures of committees that nominate, select, or make decisions about particular individuals.

### **B. Committee Membership**

- 1. Membership in Faculty Senate committees may be drawn from all stakeholder groups in the university, including faculty, instructional staff, administrators, staff, students, and alumni.
- 2. Whenever members of Faculty Senate committees are to be selected by particular academic units or stakeholder groups—such as academic departments, academic colleges or schools, the Lecturers and Educators Congress, the Administrators Council, the Staff Council, the Student Senate, the Graduate Student Association, and the Alumni Association—the academic units or stakeholder groups in question shall carry out the selection process according to their own methods and procedures, and the heads of the appropriate academic units or stakeholder groups shall send the results to the President of the Faculty Senate and the chairpersons of the appropriate committees as soon as possible. Faculty Senate voting members may be selected to serve as members of Faculty Senate committees.
- 3. Upon institution, each Faculty Senate committee shall have its name, purview, and initial membership structure established by the Faculty Senate.

4. Faculty Senate committees may manage their own membership in accordance with the initial membership structure established by the Faculty Senate. However, changes in the membership structure must be approved by the Faculty Senate.

C. Standing Committees

As stated in Section 10.2.1 of the Constitution of the Faculty Senate, Faculty Senate standing committees “shall collect and disseminate information on matters of concern within their charge, 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 Faculty Senate on the best course of action for implementation of policy.”

1. General Principles of Standing Committees

- a. All Faculty Senate standing committees shall report in writing to the Faculty Senate at least once every semester.
- b. All Faculty Senate standing committees may establish their own bylaws, subject to the approval of the Faculty Senate.
- c. All Faculty Senate standing committees may create subcommittees, subject to the approval of the Faculty Senate.
- d. Each Faculty Senate standing committee may, by a majority vote, petition the Faculty Senate Executive Committee to add one or more new voting members to the committee, drawn from the faculty or other stakeholder groups in the university.
- e. Each Faculty Senate standing committee may, by a majority vote, add one or more new non-voting members to the committee, drawn from the faculty or other stakeholder groups in the university. The committee chairperson shall inform the Faculty Senate Executive Committee as soon as possible after such an action.
- f. Each subcommittee of a Faculty Senate standing committee may, by a majority vote, add new members to the subcommittee, whether voting or non-voting, drawn from the faculty or other stakeholder groups in the university. The chairperson of the subcommittee shall inform the chairperson of the relevant Faculty Senate standing committee as soon as possible after such an action, and the committee chairperson shall inform the Faculty Senate Executive Committee. The voting privileges of those added to subcommittees as voting members shall extend only to issues related to the relevant subcommittees.

2. Founding Standing Committees

The following committees, including their names, purviews, and initial membership structure, shall be established as Faculty Senate standing committees as of September 1, 2013.

**Committee on Undergraduate Education**

Charge and Purview

Review and make recommendations concerning all aspects of the undergraduate curriculum, including academic policies and procedures; provide first-level review and approval of new and substantially changed courses, degrees and degree programs, General University Requirements, minors, double majors, and accelerated/honors programs; review policies and procedures regarding undergraduate academic advising,

including pre-professional programs; monitor the quality of undergraduate education and make recommendations for its improvement.

#### Initial Membership

Voting members: one representative from each academic unit; the Associate Provost for Academic Affairs.

Non-voting members: representatives from the Registrar's office, the Albert Dorman Honors College, the Center for First-Year Students, the Library, the Physical Education Department, and ROTC; one undergraduate student selected by the Student Senate; and one faculty representative from the voting membership of the Faculty Senate, appointed by the President of the Faculty Senate.

As needed: one representative from the Institutional Research office.

### **Committee on Graduate Education**

#### Charge and Purview

Review and make recommendations concerning all aspects of the graduate curriculum, including academic policies and procedures; provide first-level review and approval of new and substantially changed graduate courses, degrees, and degree programs; review policies and procedures regarding graduate advising; monitor the quality of graduate education and make recommendations for its improvement.

#### Initial Membership

Voting members: one member of the Graduate Faculty from each academic unit; the Associate Provost for Graduate Studies (chair).

Non-voting members: two representatives from Graduate Studies; one representative from University Admissions; one representative from Continuing Professional Education; one representative from the Registrar's office; one graduate student, selected by the Graduate Student Association; one faculty representative from the Faculty Senate, appointed by the President of the Faculty Senate.

As needed: one representative from the International Students office; one representative from the Institutional Research office.

### **Committee on Faculty Rights and Responsibilities**

#### Charge and Purview

Monitor the rights, responsibilities, and status of faculty and instructional staff and make recommendations for changes in policies or procedures relating to them; review and make recommendations regarding Faculty Handbook policies and procedures, including promotion and tenure policy, sabbatical policy, faculty evaluations of administrators, and search procedures; recommend proposed revisions of the Faculty Handbook, as necessary; review and make recommendations about policy issues relating to faculty and instructional staff; review and make recommendations concerning issues relating to the quality of academic life for faculty and instructional staff, including course scheduling policies and procedures and opportunities for faculty development.

#### Initial Membership

Voting members: one faculty member from each of the following colleges or schools: NCE, CSLA, CoAD, CCS, and SOM; two university lecturers, selected by the Lecturers and

Educators Congress from two different colleges or schools; and one faculty representative from the voting membership of the Faculty Senate, appointed by the President of the Faculty Senate.

### **Committee on Academic Outreach**

#### Charge and Purview

Coordinate and oversee academic relations and collaborations with other universities and institutions, including: (1) UMDNJ, Rutgers-Newark, NJ county colleges, and other universities or colleges with which NJIT has special programs or relationships; (2) medical schools, law schools, and other professional schools with which NJIT has special academic programs and relationships; (3) overseas institutions with which NJIT has special academic programs and relationships, including summer and semester abroad programs; and (4) non-academic institutions, such as corporations and agencies, with which NJIT has special academic programs and relationships. Also review and recommend policies and procedures concerning academic aspects of international education.

#### Initial Membership

Voting members: two faculty members or members of the Lecturers and Educators Congress from each of the following colleges or schools: NCE, CSLA, CoAD, CCS, and SOM (at least one committee member from each college or school must be a faculty member).

Non-voting members: one representative from the Provost's office; one representative from the Albert Dorman Honors College; one representative from the International Students office; one representative from the Registrar's office; one representative from Academic Support and Student Affairs; one representative from the Office of Sponsored Research; one representative from the Office of General Counsel; one representative from the Admissions office; one undergraduate student selected by Student Senate; one graduate student selected by the Graduate Student Association; one alumnus/alumna, selected by the Alumni Association; and one faculty representative from the voting membership of the Faculty Senate, appointed by the President of the Faculty Senate. As needed: one representative from the Institutional Research office; one representative from Human Resources.

### **Committee on Research, Scholarship and Creative Academic Activity**

#### Charge and Purview

Monitor, review, and recommend policies and procedures for increasing grant activity by faculty and for making the grant process easier to navigate at all stages; facilitate large scientific and engineering research grants and research activity by scientific and engineering centers as well as smaller competitive fellowships and grants both in science and engineering and in other fields (such as the humanities, social sciences, and architecture); facilitate scholarship and creative activity by faculty in all areas of the university, including achievement in fields that value performance as well as publication; monitor and make recommendations concerning the use of laboratories, studios, and other spaces used by faculty for research, scholarship, and creative academic activity; facilitate student research; help to facilitate and manage patents and intellectual property.

#### Initial Membership

Voting members: one faculty member from each of the following schools or colleges: NCE, CSLA, CoAD, CCS, and SOM; and one faculty representative from the voting membership of the Faculty Senate, appointed by the President of the Faculty Senate (chair).

As needed: one representative from the Institutional Research office.

### **Committee on Teaching, Learning and Technology (including Distance Learning)**

#### Charge and Purview

Deliberate and make recommendations regarding the formulation and implementation of a coherent strategy for improvement of all teaching and learning environments at the university, and the use of information technology in support of these objectives; make policy recommendations concerning the needs of faculty and instructional staff who develop and teach distance-delivered courses and students who enroll in such courses, with a view toward increasing NJIT's global stature and cost-effectiveness through excellence in this area.

#### Initial Membership

Voting members: one faculty member or member of the Lecturers and Educators Congress from each academic unit, ideally previously recognized for excellence in teaching (e.g., Master Teacher or the winner of an Excellence in Teaching Award or other teaching award); one representative from the Registrar's office; one professional representative from Continuing Professional Education; one undergraduate student selected by the Student Senate; one graduate student selected by the Graduate Student Association; one student from the Albert Dorman Honors College, nominated by the Dean of that college.

Non-voting members: the University Librarian; the Associate Vice President for Continuing and Distance Education; the Director of the University Learning Center; and support staff from Instructional Technology and Media Services, Academic Computing Services, the Office of the Registrar, and the Library; and one faculty representative from the voting membership of the Faculty Senate, appointed by the President of the Faculty Senate.

As needed: one representative from the Institutional Research office.

### **Committee on Information Technology, Library and Academic Resources**

#### Charge and Purview

Review, discuss, and make recommendations concerning strategies, policies, procedures, and services relating to the academic use of computing, information technology, and libraries; prioritize selection of software, journals, databases, and other resources; review and monitor implementation of the university's information literacy plan.

#### Initial Membership

Voting members: one representative from each academic unit; University Librarian (co-chair); Chief Information Officer (co-chair).

Non-voting members: six professional library staff; six professional IT staff; one representative from ITMS; one undergraduate student selected by the Student Senate; one graduate student selected by the Graduate Student Association; and one faculty



representative from the voting membership of the Faculty Senate, appointed by the President of the Faculty Senate.

As needed: one representative from the Institutional Research office.

### **Committee on Academic Assessment**

#### Charge and Purview

Oversee, facilitate, and improve policies and procedures for assessing courses and programs, including course evaluations, learning outcomes, and program review; serve as a resource for all academic units seeking information and support regarding assessment practices and procedures; organize and oversee periodic academic review process for each academic program in the university; manage the collection and utilization of assessment materials both on a regular basis and to meet specific needs, such as program, college/school, and university accreditation.

#### Initial Membership

Voting members: two faculty members or members of the Lecturers and Educators Congress from each of the following colleges or schools: NCE, CSLA, CoAD, CCS, and SOM (at least one committee member from each college or school must be a faculty member); Associate Deans from NCE, CSLA, CoAD, CCS, SOM, and the Albert Dorman Honors College; the Director of Institutional Research and Planning; the Associate Provost for Academic Affairs; one representative from Academic Support and Student Affairs; one undergraduate student selected by the Student Senate; and one graduate student selected by the Graduate Student Association.

As needed: additional representatives from the Institutional Research office.

### **Committee on Academic Strategic Planning and Budget Priorities**

#### Charge and Purview

Review and propose strategic academic plans; monitor and oversee the academic budget; prioritize and recommend expenditures for academic purposes, including hiring of faculty and instructional staff for teaching and research, funding for laboratories, faculty travel to conferences, capacity planning, and other academic needs; coordinate budget priorities with the Committee on Finances and Facilities and the Strategic Planning Steering Committee in the University Senate.

#### Initial Membership

Voting members: the Provost (chair); the Deans of NCE, CSLA, CoAD, CCS, SOM, and ADHC; all academic department chairpersons; the Senior University Vice President for Administration and Treasurer; and the Executive Committee of the Faculty Senate.

As needed: one representative from the Institutional Research office.

## **VII. FACILITIES, SUPPORT, AND CREDIT FOR SERVICE**

### **A. Staff Support**

As stated in Section 13.3 of the Constitution of the Faculty Senate, the university shall provide the Faculty Senate with “appropriate clerical and administrative support.” The duties to be performed by staff support shall include attending Faculty Senate meetings; taking and processing minutes; sending messages to Faculty Senate members and others, posting materials on the website; ordering equipment and refreshments for meetings; and similar tasks, as required by the President of the Faculty Senate.

**VIII. ADOPTION AND AMENDMENT OF THESE BYLAWS**

A. Adoption

These bylaws shall be adopted when a two-thirds majority of the votes cast at a faculty meeting is achieved, and with the approval of the Board of Trustees, on the recommendation of the President of the university.

B. Amendment

Amendment of the Faculty Senate Bylaws requires (1) a two-thirds majority of the votes cast at a meeting of the Faculty Senate, provided that the meeting is held at least ten business days after the proposal for amendment has been circulated to the members by the Faculty Senate President, and (2) approval by the Board of Trustees, on the recommendation of the President of the university.