

Faculty Senate Minutes

March 12, 2015

1. Call to order

Amitabha Bose called the regular meeting of the Faculty Senate to order at 11:35 am.

2. Roll Call

The following voting members were present: M. Bieber, A. Bose, J. Federici, J. Fjermestad, I. Gatley, H. Grebe, B. Hunter, M. Khader, N. Maher, E. Michalopoulou, Y. Perl, Z. Qiu, A. Rosato, A. Saadeghaziri, A. Schuman, L. Simon, A. Sohn, C. Sylla, and S. Tricamo.

The following non-voting members were present: B. Baltzis, S. Brito, A. Dhawan, U. Gauchat, M. Kam, B. Kimmelman, (for Klobucar) G. Milano, K. Passerini, K. Riismandel, R. Sher, and R. Sweeney

3. Approval of Minutes from Prior Meeting

The minutes from the February 26, 2015 meeting were approved.

4. Reports:

CUE – Professor Michalopoulou presented the report, which included changes and approval by the CUE on the following items:

Policies and Procedures, Credit for Courses not taken at NJIT, Policy on Declaring Major, Proposed changes in CUE form, Wording on Transcript, Bachelor of General Studies, Courses changes in BME 102HM and BME(reduce required credits from 136 to 128)

She also stated a representative is needed from COAD. .

The report was unanimously approved by the Senate.

CRSCAA – President Bose gave the report which was unanimously approved by the Senate.

CGE – President Bose gave the report which was unanimously approved by the Senate.

TAC – Professor Federici presented the Unified TAC and Load Justification documents. The set of recommendations made by the TAC committee (appended at the end of the minutes) were approved by the Senate. (Opposed-2 and Absention-2)

5. Faculty Handbook Changes:

Professor Sher presented several issues (appended at the end of the minutes) for approval by the senate. Items 1-6 were approved unanimously. Issue 7 was split into three separate votes which were all approved with the following no votes recorded: Composition of Membership (2.6.5.2.1.1) – Approved (1-opposed), Chairperson (2.6.5.2.1.2) – Approved (1-opposed), Voting (2.6.5.2.4.2) – Approved (2-opposed).

The Senate will hold off until March 26 on voting on changes regarding “Selection of the President of the University” and “Two Shots at Tenure”.

6. New Business –

Professor Schuman suggested that an ad hoc committee to review the Evaluation Process be convened.

The Senate agreed to participate in the, “Great Colleges to Work For” Survey.

7. The meeting adjourned at 1:25 p.m.

3/9/2015

Recommendations from Ad-Hoc Committee on TAC to FS

(a) Approval of Unified TAC Template

(b) Approval of Unified Load Justification Template

“Final versions of Fall and Spring semester Load Justification documents shall be provided annually to Departmental and Dean offices by February 7th.”

(c) Recommended Policy for Transparency:

“TAC and Load Justification Documents must be retained in both Departmental and Dean offices for 3 years. Copies of all documents should be sent to the Provost Office. Copies of both documents should be made available to any NJIT faculty member upon request.”

(d) Recommended Action for 2015-16 AY:

“An ad-hoc committee should be formed by Faculty Senate to work with Institutional Research in assessing NJIT’s TAC in relation with other research active universities.”

Proposed Changes to the Faculty Handbook
Approved by Faculty Senate on 12 March 2015

Issue 1: Streamlining and Reorganizing the Faculty Handbook

Proposed principles:

1. Deletion of the following four sections or parts: Sect. 1.1 History and Development of the University; Sect. 3. Policies and Procedures regarding Student Affairs; Sect. 4. Miscellaneous Operational Policies and Procedures; Appendices
2. Live links to key documents on the NJIT website, including Board of Trustees Bylaws; all Shared Governance Documents; Department Bylaws (including Default Bylaws); Constitution of the PSA; University Code on Academic Integrity; university policy on class attendance; promotion and tenure documents located on the Provost's website (with annual timelines, etc.); documents on faculty leaves located on the Provost's website (i.e., sabbatical leave timelines and the policy on competitive fellowships); Active-Service Modified-Duties Policy (to be placed on the HR website). Using links instead of reproducing such documents within the Faculty Handbook itself will both streamline the Faculty Handbook and provide flexibility for making changes in policies and procedures.
3. Reorganization of the Faculty Handbook to improve its structure and sense.
 - a. Current Structure
 1. The Institute and Its Administrative Organization
 2. Policies and Procedures Regarding Faculty and Instructional Staff
 3. Policies and Procedures regarding Student Affairs
 4. Miscellaneous Operational Policies and Procedures

Appendices

- b. Proposed Structure
 1. University Administration and Governance
 2. The Faculty and Instructional Staff
 3. Academic Units and the Faculty
 4. Policies and Procedures regarding Tenure and Promotion
 5. Policies and Procedures regarding Teaching
 6. Faculty Development and Leaves of Absence
 7. The Role of the Faculty in Appointing and Evaluating Administrators

In the issues that follow, proposed new language is shown in track changes:

Issue 2: Endorsements [at the beginning of the Faculty Handbook]

The Faculty of the New Jersey Institute of Technology, upon recommendation of the Provost and the President of the University and approval of the Board of Trustees, sets forth the rules and regulations contained in this Faculty Handbook for its governance and guidance. The purpose of this handbook is to outline Faculty rights, privileges, responsibilities, and obligations and to facilitate effective communication among all components of the University to best support the University's mission. All changes to the Faculty Handbook must be approved by the Board of Trustees on the recommendation of the President of the

University, in accordance with the procedures set forth in the Constitution and Bylaws of the Faculty Senate.

Item 3: Clarifying that a Faculty Member's Request for Reconsideration of a Negative Decision by His/Her Department/Academic Unit P&T Committee Is Not an Appeal

2.6.5.2.4.5 Reconsideration of a Negative Recommendation

A member of the Faculty who has held the rank of Assistant Professor or Associate Professor for at least five years and who has been eligible for consideration for promotion for at least two years, or who is in his/her last year of eligibility for consideration for tenure but has failed to receive a majority recommendation from his/her Department P&T Committee, may request and must be granted an opportunity to meet with the Department P&T Committee prior to the submission of its recommendations to the Dean. At this meeting, the Faculty member may present orally and in writing an appeal stating reasons why he/she believes a recommendation for tenure, and/or promotion is warranted.

2.6.5.2.4.6 Appealing a Negative Recommendation

If, after further deliberation, the Department P&T Committee upholds its original decision and if, upon notification (which shall be within one week), the affected Faculty member does not accept this decision, he/she may submit an appeal in writing, along with any pertinent material, to the Dean, who transmits it to the University Committee on P&T with an evaluation. This shall be done no sooner than one week and no later than eight weeks after the meeting with the Department P&T Committee, which must be advised of the Faculty member's action. The Department P&T Committee may forward a report supporting its decision to the Dean, who transmits it to the University Committee on P&T with an evaluation. A minority report of one or more members may also be submitted. For promotion, the Faculty member may exercise the appeal procedure described above once every three years; for tenure, only in the last year of eligibility for consideration for tenure.

Issue 4: Preparation of the List of Eligible Candidates [for Department Chairperson] (Sect. 2.5.2.5.1.1)

2.5.2.5.1.1 Preparation of the List of Eligible Candidates

When the position of Department Chairperson is about to become vacant—either because the term of the current Chairperson is expiring or because the current Chairperson is unable to complete his/her term—the Dean of the College notifies the Provost, who selects an Elections Coordinator (EC) to oversee the process.

The EC circulates to all eligible voting Faculty in the Department a list of all Faculty who are eligible to serve as Department Chairperson. No later than ten business days from the date of this distribution, eligible Faculty members who wish to be candidates for Department Chairperson must notify the EC in writing of their intention.

Issue 5. Appointment [of a Department Chairperson] by the Dean (Sect. 2.5.2.5.1.3)

2.5.2.5.1.3 Appointment by the Dean

The Dean receives the nominee(s) of the Department and, with the approval of the Provost, appoints the new nominee as the chair or, in the case of a tie, one of the two nominees. If the Dean chooses not to appoint the department's nominee, the case is remanded to the Provost.

If the Provost cannot bring about a resolution, the Provost and the Dean determine whether the department should hold a new election for an internal chairperson according to the Standard Procedure (Sect. 2.5.2.5.1) or conduct a search for an internal or external chairperson according to the Alternative Procedure (sect. 2.5.2.5.2). An Interim Chairperson may be appointed if necessary (Sect. 2.5.2.6).

Issue 6: Procedures for Removing a Tenured Faculty Member (sect. 2.6.3.9)

2.6.3.9 Removal Procedures

If conditions arise that, in the opinion of the President, may warrant removal of a tenured Faculty member, the Faculty member has the option of bringing the case before a special committee of five Faculty members chosen by the Faculty Senate. This committee will report to the Faculty Senate, which will decide on a course of action. The Faculty Senate will then submit its final report to the Board of Trustees, which will make a final determination.

Issue 7: Composition and Voting Procedure in Department/Academic Unit Promotion and Tenure Committees

2.6.5.2.1 Membership

2.6.5.2.1.1 Composition

2.6.5.2.1.1.1 General Principle of Composition in All Academic Units

The Department P&T Committee shall consist of all tenured Faculty with primary appointments in the Department. In a College or School without Departments, the College or School P&T Committee shall consist of all tenured Faculty with primary appointments in the College or School.

2.6.5.2.1.1.2 Composite Department P&T Committee [currently 2.6.5.2.2]

Each Department P&T Committee must have at least three members at or above the rank of Professor. If necessary, the Dean and the Department Chairperson jointly recommend to the Provost one (or if necessary, two or three) Faculty members at or above the rank of Professor from outside the Department to make up the requisite three members, normally serving three-year renewable terms. In the case of Federated Departments, one of these individuals may be a colleague of appropriate rank in the Federated Department. All Composite Department P&T Committees must be approved by the Provost.

2.6.5.2.1.2 Chairperson

2.6.5.2.1.2.1 Department Chairperson as Chairperson of the Department P&T Committee

Unless subject to the exception noted in Sect. 2.6.5.1.2.2 below, the Department Chairperson, serves as the Chairperson of the Department P&T Committee and is involved in deliberations and voting on all matters, regardless of rank.

2.6.5.2.1.2.2 Exception When the Department Chairperson Is an Associate Professor

Associate Professor who is serving as Department Chairperson and is himself/herself being considered for promotion or annual review must recuse himself/herself from all participation in his/her own case. In such instances, the Full and Distinguished Professors shall elect among themselves an Acting Chairperson of the Department P&T Committee for this purpose only. The Acting Chairperson shall assume all duties and responsibilities relating to these cases, including communications, actions, and appeals, and his/her appointment shall end as soon as these cases have been resolved.

2.6.5.2.4.2 Voting

2.6.5.2.4.2.1 Voting Procedure

With the exception of tenured Associate Professors serving as Department Chairpersons (see Sect. 2.6.5.2.1.2.1), tenured Associate Professors shall be included in deliberations and voting on all matters except those relating to annual review of Associate Professors and cases involving promotion above their rank. After discussions of the qualifications of all candidates for promotion, tenure, reappointment and termination, the committee will vote on the candidates in accordance with the established criteria. Candidates for promotion and tenure receiving a majority will be recommended, with the numerical vote recorded. The vote of the Chairperson will be specified and included in any recommendation sent to the Dean. The individual votes of other members of the Department P&T Committee will not be identified.