

Proposed Changes to the Faculty Handbook
Approved by Faculty Senate on March 12, March 26, April 9, April 23, and April 30, 2015
To Be Voted on by the Faculty on May 7, 2015

Issue 5: Modify the section on Graduate Faculty at NJIT. (original approved by FS 4-9-15, to be voted on only if the Faculty Senate first approves the modification at its next meeting on 4-30-15)

Issue 7: Amending the Endorsements Statement at the Beginning of the Faculty Handbook (approved by FS 3-12-15)

Issue 8: Resolving an Inconsistency in the Faculty Handbook concerning the Role of the Department P&T Committee in Faculty Hiring (approved by FS 4-9-15)

Issue 9: Clarifying that a Recommendation for Granting Tenure to an Assistant Professor Must be Accompanied by a Recommendation for Promotion to Associate Professor (approved by FS 3-26-15)

Issue 10: Clarifying the Procedure for Appointing Department Chairpersons in the Event that the Dean Does Not Accept a Department's Nomination (Sect. 2.5.2.5.1.3) (approved by FS 3-12-15)

Issue 11: 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 (approved by FS 3-12-15)

Issue 12: Altering the Procedure for Removing a Tenured Faculty Member (sect. 2.6.3.9) (approved by FS 3-12-15)

Issue 13: Changing the Composition and Voting Procedure in Promotion and Tenure Committees in Colleges or Schools without Departments (approved by FS 4-23-15)

Issue 14: Revising the Sabbatical Policy (to be voted on by the Faculty only if the Faculty Senate has approved it at its meeting on 4-30-15)

Note on implementation: All the issues above (1 through 14) will be placed in the Faculty Handbook as soon as they have been approved by the Board of Trustees. However, after issue 15 below has been approved by the Board of Trustees, it will be placed on the Faculty Senate website but will not become part of the Faculty Handbook until the Faculty Handbook has been reorganized in AY2015-16.

Issue 15: Enacting a Faculty Handbook Section on Teaching (approved by FS 4-9-15)

Proposed Changes to the Faculty Handbook Issues with Commentary, Principle and/or Specific Language included

Issue 5: Modifying the section on Graduate Faculty (approved by FS 4-9-15; to be voted on only if the Faculty Senate first approves the modification at its next meeting on 4-30-15)

Commentary: A “yes” vote on this issue (1) puts Section 2.5 into the Faculty Handbook, in accordance with the 2008 vote by the Faculty to do so and indicates the procedure for changing its guidelines in the future, and (2) approves the document titled “Guidelines for Graduate Faculty at NJIT”, which is not for inclusion in the Faculty Handbook but rather will be sent to the Provost for approval and then posted on the Provost’s website.

2.5 Graduate Faculty

All NJIT Faculty members are members of the Graduate Faculty. For the rules governing admission of others to the Graduate Faculty, along with information about the privileges and responsibilities of Graduate Faculty membership, see the Guidelines for Graduate Faculty at NJIT [link to this document on the Provost’s website]. The Guidelines for Graduate Faculty at NJIT may be amended by the Faculty Senate with the approval of the Provost.

Guidelines for Graduate Faculty at NJIT

Eligibility for Graduate Faculty Status

Eligibility for Graduate Faculty Status

- All NJIT Faculty members and non-NJIT Faculty members in federated departments and joint graduate degree programs are automatically members of the NJIT Graduate Faculty.
- Instructional Staff (e.g., research professors, university lecturers, visiting professors, professors of practice, adjunct faculty) and Faculty Emeriti may be appointed to the Graduate Faculty for renewable terms of five years. Appointment is made by the Dean on the recommendation of the Graduate Faculty members of a Department or interdisciplinary graduate program. Qualifications for appointment include a doctoral degree or accepted terminal degree in the relevant field and evidence of appropriate scholarly activity such as peer-reviewed journal publications, publication of scholarly books or book chapters, editorial activities, externally funded research grants, or the equivalent.

Privileges and Responsibilities of Graduate Faculty

- All NJIT Faculty members, ~~as well as research professors who are members of the Graduate Faculty,~~ are eligible to serve as primary advisors for PhD dissertations and masters theses and as chairpersons of PhD dissertation committees.
- Other Graduate Faculty members may have primary responsibility for delivery of graduate courses, serve on PhD dissertation and masters thesis committees, and serve as co-advisors of masters theses, but they are not eligible to serve as primary advisors or co-advisors for PhD dissertations ~~or masters theses,~~ or as primary advisors for masters theses, or to chair doctoral dissertation committees, unless approved by the Graduate Faculty of the relevant Department or interdisciplinary graduate program.

Issue 7: Amending the Endorsements Statement at the Beginning of the Faculty Handbook
(approved by FS 3-12-15)

Commentary: A “yes” vote on this issue adds a new sentence to the end of the Endorsements section, clarifying that amendments to the Faculty Handbook must follow the procedures laid out in the Faculty Senate Constitution and the Bylaws of the Faculty Senate.

The ~~f~~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 ~~handbook~~ (the Faculty Handbook) for its governance and guidance. The purpose of this handbook is to outline ~~f~~Faculty rights, privileges, responsibilities, and obligations and to facilitate effective communication among all components of the ~~Institute~~ University to best support the ~~Institute~~ 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.

Issue 8: Resolving an Inconsistency in the Faculty Handbook concerning the Role of the Department P&T Committee in Faculty Hiring (approved by FS 4-9-15)

Commentary: A “yes” vote on this issue resolves an apparent inconsistency in the Faculty Handbook by establishing that in Faculty searches the Department P&T Committee makes the final determination about the candidate(s) that the Department recommends to the Dean for hire. A parenthetical statement on Department Bylaws (which can be used, for example, to broaden participation by other members of the Department in the decision-making process) is retained.

Section 2.5.1.1 of the Faculty Handbook, on the Search Process in Faculty appointments, states that in Faculty hiring the Department Chairperson “oversees the hiring process, which includes...convening the Department P&T Committee to determine the appropriate Faculty rank and tenure status of finalists. (Department Bylaws may specify the roles of the Chairperson and other Faculty in the Department in this process.)” No other role is specified for the Dept. P&T Committee in the process of searching for and hiring new Faculty.

However, Section 2.6.5.2.3, on Duties of Department P&T Committees, states: “The Department P&T Committee jointly makes all decisions regarding recommendations for Faculty hiring...”

In order to avoid this inconsistency, it is proposed that Section 2.5.1.1 be changed to say that the Department Chairperson

“oversees the hiring process, which includes...convening the Department P&T Committee to determine the appropriate Faculty rank and tenure status of finalists, as well as to make the final decision about which candidate(s) to recommend for appointment. (Department Bylaws may specify the roles of the Chairperson and other Faculty in the Department in this process.)”

Issue 9: Clarifying that a Recommendation for Granting Tenure to an Assistant Professor Must be Accompanied by a Recommendation for Promotion to Associate Professor (approved by FS 3-26-15)

Commentary: A “yes” vote on this issue resolves an inconsistency between two sections of the Faculty Handbook and establishes that an Assistant Professor cannot be recommended for tenure without also being recommended for promotion to Associate Professor.

The following change is required for consistency with Sect. 2.6.3.4, which states that “an Assistant Professor cannot receive tenure prior to being promoted to Associate Professor.”

2.2.2 Tenure-Track Faculty Ranks

2.2.2.1 Assistant Professor

This position is intended primarily for individuals near the start of their academic careers, who are expected to make substantial contributions to the university in teaching, scholarly research, and service. Assistant Professors serve a period of time, not to exceed seven years, while being considered for promotion and tenure. An Assistant Professor may be recommended for promotion before becoming eligible for tenure. ~~The~~ recommendation for tenure of an Assistant Professor ~~is traditionally~~ must be accompanied by a recommendation for promotion to Associate Professor.

Issue 10. Clarifying the Procedure for Appointing Department Chairpersons in the Event that the Dean Does Not Accept a Department’s Nomination (Sect. 2.5.2.5.1.3) (approved by FS 3-12-15)

Commentary: A “yes” vote on this issue inserts a procedure in the event that a Dean does not appoint a Department’s nominee for Department Chairperson. The need for such a procedure was pointed out by the consultant hired by the Board of Trustees to review the Faculty Handbook.

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 eChairperson 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 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 11: 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 (approved by FS 3-12-15)

Commentary: A “yes” vote on this issue changes one section heading and inserts a section heading before a paragraph that currently does not have one in order to clarify that the appeal process in promotion and tenure cases begins when consideration of a negative determination by a Department P&T Committee moves beyond the Department level.

2.6.5.2.4.5 ~~Appealing a Negative Recommendation~~ 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 12: Altering the Procedure for Removing a Tenured Faculty Member (sect. 2.6.3.9) (approved by FS 3-12-15)

Commentary: A "yes" vote on this issue moves Faculty consideration in cases involving removal of tenure (if such consideration is desired by the Faculty member in question) from the entire Faculty to the Faculty Senate meeting in Closed Session.

2.6.3.9 Removal Procedures

If conditions arise that, in the opinion of the President of the University, may warrant removal of a tenured ~~person~~ Faculty member, the ~~person~~ Faculty member has the option of bringing the case before the Executive Committee of the a special committee of five Faculty members chosen by the faculty Faculty Senate. This committee ~~will~~ shall report to the ~~faculty~~ Faculty Senate at a Meeting in Closed Session, which will to decide on a course of action act on the report. The ~~faculty action~~ Faculty Senate will then ~~be forwarded~~ submit its final report to the Board of Trustees, which will make a final determination.

Issue 13: Changing the Composition and Voting Procedure in Promotion and Tenure Committees in Colleges or Schools without Departments (approved by FS 4-23-15)

Commentary: A "yes" vote on this issue removes these Dean from these Committees, thereby removing the Dean's ability to have two means of direct participation in P&T decisions.

Chair of the Promotion and Tenure Committee in Colleges or Schools without Departments

2.6.5.2.1.2.3 Chairperson of a College or School P&T Committee

The P&T Chairperson in a College or School without departments shall be a Professor or Distinguished Professor elected annually by the College or School P&T Committee. In such cases the Dean of the College or School does not participate in deliberations or voting in the P&T Committee on cases involving promotion and tenure. The P&T Committee may invite the Dean to make a presentation to the committee. The Chairperson of the P&T Committee reports to the Dean, who performs the same role in the promotion and tenure process as the Deans of the other colleges.

Issue 14: Revising the Sabbatical Policy (to be voted on only if the Faculty Senate first approves it at its next meeting on 4-30-15);

Commentary: A “yes” vote on this issue replaces the sabbatical policy, currently section 2.15, with the new section below..

2.15 Sabbatical Leave

NJIT’s sabbatical leave policy exists to enhance the professional development and increase the research and scholarly production of Faculty by relieving them of their teaching and service responsibilities for a semester or an academic year.

2.15.1 Eligibility

To be eligible for a sabbatical leave, a Faculty member must have tenure and must have served a minimum of six continuous years on the NJIT Faculty. No Faculty member shall receive more than one sabbatical leave within any six-year period.

2.15.2 Terms

2.15.2.1 Duration, Salary, and Benefits

A sabbatical leave may be granted for an academic year at 80% of salary or for a semester with full pay, with all rights and benefits of regular employment continuing in either option.

2.15.2.2 Commitment to Return after a Sabbatical Leave

The acceptance of a sabbatical leave obligates the recipient to serve as a member of the Faculty for at least one year following the completion of the sabbatical leave or else to reimburse the university for all salary paid during the sabbatical leave. Exceptions to this policy sought by Faculty members require written permission from the Provost.

2.15.3 The Application Process

2.15.3.1 Provost’s Memo, Timeline, and Criteria

In a memo to the Faculty in early September, the Provost shall distribute the requirements for sabbatical leave applications and list the deadlines for all steps in the process. This memo and other information on the sabbatical procedure, consistent with the policy articulated in this section of the Faculty Handbook, shall also be posted on the Provost’s website. The documents posted on the website shall

include the criteria for granting sabbatical leaves, which can be amended by the Faculty Senate with the approval of the Provost.

2.15.3.2 Submission of Applications by Faculty Members

Eligible Faculty members applying for a sabbatical leave shall submit to their Department Chairpersons by the appointed deadline in early October an electronic application consisting of all the documents identified in the [Guidelines for Sabbatical Leave Applications \[live link\]](#) on the Provost's website. Changes to the Guidelines for Sabbatical Leave Applications must be approved by the Faculty Senate and the Provost.

2.15.3.3 Review and Recommendation by Department Chairpersons and Deans

Department Chairpersons shall review the applications for sabbatical leave from Faculty in their Departments and shall transmit electronically to the Dean those that they approve by the appointed deadline in mid-October, along with their recommendation letters (with copies to the appropriate applicants). Each recommendation letter should include a statement on the value of the applicant's sabbatical leave plan for the applicant's career and the Department's scholarly research profile, as well as a statement on the impact of the recommended sabbatical leave on the normal functioning of the Department. By the appointed deadline in early November, the Dean shall transmit electronically all applications to the Chairperson of the University Committee on Sabbaticals, along with the recommendations of the Department Chairpersons and the Dean. The Dean shall send a copy of his/her recommendation letter to the Department Chairperson and the applicant.

2.15.3.4 Opportunity for Faculty Members to Update Applications

By the appointed deadline in late November, applicants for a sabbatical leave may submit to the University Committee on Sabbaticals (with copies to their Department Chairperson and Dean) an additional statement that contains relevant new information supporting the application.

2.15.3.5 Review and Recommendation by the University Committee on Sabbaticals

The University Committee on Sabbaticals consists of Faculty from a wide range of Departments and Colleges/Schools, appointed by the Provost to serve for fixed terms. After receiving and rigorously reviewing all sabbatical leave applications, and after duly considering the recommendations from Department Chairpersons and Deans, the committee shall, by the appointed deadline in December, (1) provide the Provost with a list that ranks and categorizes all the applications as Highly Recommended, Recommended, or Not Recommended, and (2) provide each applicant with the committee's recommendation on his/her application (with copies to the appropriate Department Chairperson and Dean). Applications ranked "Not Recommended" must be accompanied by a written explanation.

2.15.3.6 Right of Appeal to the University Committee on Sabbaticals

In the event that an applicant is not recommended for a sabbatical leave by the University Committee on Sabbaticals, the applicant may, within five business days after being notified of the committee's decision, send an appeal to the Chairperson of the committee in writing (with copies to the Department Chairperson and the Dean), responding to the committee's written explanation. The Department Chairperson and the Dean may also send the Chairperson of the committee letters in support of the appeal within the same time frame. The committee shall respond to each appeal in writing by the appointed deadline (with copies to the Department Chairperson and the Dean).

2.15.3.7 Recommendation by the Provost and Approval by the Board of Trustees

After reviewing the applications and the recommendations of the University Committee on Sabbaticals, the Provost shall make recommendations to the President of the University, who shall present the recommendations to the Board of Trustees for final approval. If any of the Provost's recommendations should differ from those of the University Committee on Sabbaticals, the Provost shall provide the committee with a written explanation of the grounds for his/her action in each case (with copies to the Dean, the Department Chairperson, and the applicant). The Provost shall notify all applicants and their Department Chairpersons of the final decision of the Board of Trustees by early February.

2.15.4 Post-Sabbatical Leave Reports

2.15.4.1 Submission and Review of Post-Sabbatical Reports

No later than the end of the first semester following their return after a sabbatical leave, all Faculty members shall submit to their Department Chairpersons a report on their activities and accomplishments during their sabbatical leaves. After reviewing each post-sabbatical report, the Department Chairperson shall forward it to the Dean, who shall then forward it to the Provost for review by the University Committee on Sabbaticals. After the committee has reviewed the post-sabbatical report along with any comments made by the Department Chairperson and the Dean, the Chairperson of the committee shall send a letter to the Faculty member (with copies to the Provost, Dean, and Department Chairperson), indicating whether the committee approves the Faculty member's post-sabbatical report.

2.15.4.2 Unsatisfactory Post-Sabbatical Reports

In the event that the University Committee on Sabbaticals finds a Faculty member's post-sabbatical report unsatisfactory, the committee's letter shall contain the reasons for this decision. In such cases, the Faculty member may appeal within ten working days of receiving the committee's letter. Such an appeal should address the objections raised in the committee's letter and may include a revised post-sabbatical report. The committee will then render its final judgment in a letter to the Faculty member (with copies to the Department Chairperson and the Dean). A post-sabbatical report that is considered unsatisfactory by the University Committee on

Sabbaticals may have a prejudicial effect on any future applications for sabbatical leave by the Faculty member.

2.15.5 Preservation of Records

All applications, recommendations, formal correspondence, and supporting materials relating to sabbatical leaves and post-sabbatical leave reports shall be kept on file by the Provost's office.

Issue 15: Enacting a Section on Teaching in the Faculty Handbook (approved by FS 4-9-15)

Commentary: A "yes" vote on this issue establishes a dedicated section on teaching in the reorganized Faculty Handbook, incorporating current practices as contained in the Provost's annual message to the Faculty on teaching requirements.

5. POLICIES AND PROCECURES REGARDING TEACHING

5.1 Course Syllabi and Instructors' Office Hours

5.1.1 Course Syllabi

Every NJIT course should have a course syllabus, available to the students electronically by the first day of class. Course syllabi should contain information on (1) the course (e.g., number, title, prerequisites/co-requisites, description, meeting-by-meeting outline), (2) course outcomes (see Section 5.1.1.1 below), (3) the instructor (e.g., name, contact information, and office hours – see Section 5.1.2 below), (4) required and optional materials (e.g., title, author, edition, publisher, and ISBN number of assigned texts), (5) tests and assignments, and (6) the course grading policy. Syllabi should also contain a statement on academic integrity (see Section 5.1.1.2 below).

5.1.1.1 Course Outcomes

Course outcomes refer to measurable knowledge and skills that students acquire in each course. Measures of student learning (i.e., homework, quizzes, exams, projects, papers) should be linked to course outcomes.

5.1.1.2 Academic Integrity

NJIT maintains a rigorous policy on academic integrity in all its courses and student work, embodied in the [University Code on Academic Integrity](#) [the preceding should be a link to <http://www.njit.edu/education/pdf/academic-integrity-code.pdf>]. Faculty should also consult the document titled [Best Practices related to Academic Integrity](#) [the preceding should be a link to <http://www.njit.edu/provost/docs/Best Practices related to Academic Integrity.pdf>], which is maintained on the Provost's website.

5.1.2 Instructors' Office Hours

Faculty and instructional staff should post their scheduled office hours for each course online and at their office, and they should be available to students during those hours.

5.2 Examinations and Assessment

5.2.1 Importance of Early and Periodic Assessment

Tests and other assignments should be returned in a timely fashion so that students know their status in the class. All instructors should grade and return a significant amount of students' work prior to the deadline for withdrawal from classes.

5.2.2 Final Examinations

In courses with final examinations, the final exam typically constitutes approximately one-third of the total course grade and must be given during the university final exam period. Modifications to the final exam schedule must be approved in writing by the Department Chairperson, and modified examination times must occur within the university final exam period. Other regulations relating to final and other major examinations, including the policy for resolving final exam conflicts, shall be approved by the Faculty Senate and the Provost and posted on the Provost's website.

5.2.3. Examinations in Online Courses

Examinations in online courses must be scheduled at times that are most convenient for students in the class, recognizing that students may be living in different time zones and that most students have full-time jobs during the daytime.

5.3 Course Evaluations

Every semester the University shall conduct student evaluations of all courses, using an evaluation form and a procedure approved by the Faculty Senate and the Provost. These evaluations are intended to improve the quality of instruction and for use in promotion and tenure evaluations. They may also be used in the process of determining merit salary increases.

5.4 Course Scheduling and Class Meetings

5.4.1 General Principle of Course Scheduling

Academic departments should assign course schedules to their faculty in coordination with the registrar, in a manner that – to the greatest possible extent – reduces randomness in the process, increases scheduling continuity and convenience, and takes into account both the diverse needs and policies of different academic departments and the special needs of students and faculty relating to research, teaching, and personal circumstances.

5.4.2 Course Preferences

Each semester, faculty members should have an opportunity to indicate their teaching preferences, and these should be considered by the Chairperson and the Associate Chairperson when teaching assignments are made. Faculty members should normally receive teaching assignments requiring no more than two different preparations, and no Faculty member should receive an assignment requiring more than three different preparations. University Lecturers and Senior University Lecturers should normally receive teaching assignments requiring no more than three different preparations.

5.4.3 Evening Classes

Faculty hired after February 1, 1965, may be required to teach one evening per week as part of their regular teaching load. Faculty hired prior to February 1, 1965, may teach one evening per week for extra compensation.

5.4.4 Class Meetings and Cancellations

All classes should meet at their scheduled time and location unless special arrangements have been made with the Registrar's Office with the approval of the Department Chairperson. Individual classes should not be cancelled without the consent of the Department Chairperson. No classes should be scheduled during the university common hours without the approval of the Provost.

5.5 Teaching Loads

5.5.1 Teaching Assignment Criteria (TAC)

Teaching loads for each semester shall be assigned by the Department Chairperson in accordance with each Department's Teaching Assignment Criteria (TAC). The TAC for each Department must be approved by the Department, the Dean, and the Provost.

5.5.2. Teaching Load Transparency

TAC and load justification documents shall be maintained in Departments for three years and shall be made available to any NJIT faculty member upon request.

5.5.3 Teaching Outside the Department

A full-time member of the Faculty or Instructional Staff who wishes to teach a course during the academic year at another institution, in industry, or in the Division of Continuing Professional Education must submit a request to the Department Chairperson. If the Chairperson does not approve, the Chairperson shall, in a timely fashion, inform the Faculty member or member of the Instructional Staff in writing of his/her reasons. The Faculty member or member of Instructional Staff may appeal the Chairperson's decision to the Dean, who makes the final decision.

5.6 Class Attendance

The policy for class attendance by students shall be determined by the Faculty Senate and the Provost and posted on the Provost's website [link]. It is the responsibility of all instructors to keep a record of attendance, as necessary, in order to comply with the policy.

5.7 Attendance at Commencement Exercises

Members of the Faculty and Instructional Staff should make every effort to attend annual commencement exercises. Every Department/Academic Unit should have substantial representation at commencement, including sufficient personnel to assist with the marshalling of students and other necessary functions.