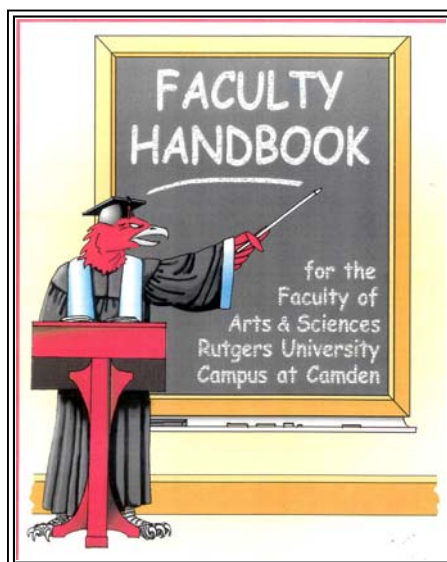


Faculty of Arts and Sciences

Office of the Dean

Rutgers University
 campus at camden



(February 2000)

<p>Table of Contents:</p> <p>Introduction</p> <p>History and Mission</p> <p>Structure</p> <p>Faculty Governance</p> <p>Policies</p> <p>Research Centers, Institutes, & Programs</p> <p>Responsibilities of Department</p>	<p>I. Introduction</p> <p>This handbook is intended to provide information about the policies and practices of the Faculty of Arts and Sciences and the Graduate School of the Camden campus of Rutgers University. It is intended to supplement, but not to replace, the 1988-1990 Handbook for Faculty published by the University. Further information about university-wide policies can be found in the University Regulations and Procedures. Information about current university and FAS policies can be obtained from the Dean's office. Further information on sabbaticals and FASIP can be found in the current contract.</p> <p>II. History and Mission</p> <p>Rutgers-Camden is one of the three campuses of Rutgers, the State University of New Jersey, which was founded in 1766. This campus dates from the 1920s, when a group of interested citizens established the South Jersey Law School and the College of South Jersey. Those entities became part of the Rutgers system in 1950.</p> <p>The 1995 University Strategic Plan envisions Rutgers Camden as a comprehensive campus with a broad range of undergraduate and graduate educational opportunities for a diverse and expanding group of students. Undergraduate programs of high quality, post-baccalaureate programs, distinguished graduate and professional education for Southern New Jersey and the region, and the creation of Research Centers and Service Initiatives focused on the campus's areas of expertise are at the core of the vision for this campus.</p> <p>The overarching mission of the units that comprise the Faculty of Arts and Sciences is both to be</p>
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and *be recognized* as the premier public institution of higher learning in the region for undergraduate and Master's level education. Within that broad mission, each academic unit has a distinct purpose and set of goals.

- The College of Arts and Sciences provides excellent undergraduate liberal arts, professional, and pre-professional education; focuses on the value of a liberal arts education as preparation for lifelong learning; prepares students for graduate study and for the changing workplace of the twenty-first century; and provides opportunities in research guided by faculty members.
- The Graduate School provides outstanding programs to meet the intellectual and professional needs of people throughout the Delaware Valley and Southern New Jersey region and offers nationally recognized graduate programs. The Graduate School hopes to expand over the next decade by developing additional Master's programs and adding selected Ph.D. programs. It also seeks to increase collaborations with other institutions in the region.
- University College offers undergraduate programs of study, both on and off-campus, to adult part-time students whose responsibilities do not allow for full-time study during the day. Over the next decade, we expect to transform University College to meet the changing needs of adult learners.

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III. Structure

The three Arts and Sciences divisions of the Faculty of Arts and Sciences – the College of Arts and Sciences, University College, and the Graduate School – together constitute the largest and most diverse academic units at the Camden Campus. The College of Arts and Sciences educates full-time undergraduate students in twenty-five majors; University College offers seven majors to part-time adult learners taking evening courses; and the Graduate School has eight programs for post-baccalaureate students earning Master's Degrees.

The campus is also home to the Law School and the School of Business. Provost Roger J. Dennis presides over the entire campus, while a dean leads each major academic division. Margaret Marsh directs the Faculty of Arts and Sciences, University College, and the Graduate School, while Rayman Solomon heads the Law School and Milton Leontiades guides the School of Business.

In the College of Arts and Sciences, Dean Margaret Marsh is joined by Associate Dean Daniel Hart, who is responsible for the twenty departments that grant undergraduate degrees as well as for oversight of research centers and institutes; Associate Dean Marie Cornelia, who guides the programs of the Graduate School; Associate Dean Christopher Dougherty, who directs the Educational Opportunity Fund Program and oversees University College; and Associate Dean Nancy Rosoff who is charged with providing administrative support for academic programs within the Faculty of Arts and Sciences and staff support for the Dean of FAS-C .

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IV. Faculty Governance

The bylaws pertaining to the College of Arts and Sciences and the Graduate School are summarized below. The text of the bylaws appears in the appendix. The bylaws describe the membership, duties, and responsibilities of the undergraduate and graduate faculty as well as associated committees.

A. *Bylaws of the Arts and Sciences Faculty*

Section I: The Faculty

The Arts and Sciences Faculty includes the Professors, Associate Professors, Assistant Professors, and Instructors who have served at least one year as well as the President and Executive Vice-President for Academic Affairs of the University, the Camden Provost, and the Dean of the Faculty of Arts and Sciences. The Arts and Sciences Faculty also includes professional librarians of equivalent rank.

The Arts and Sciences Faculty has jurisdiction over academic matters for the undergraduate colleges in Camden, subject to review by the University Senate.

Among the duties and powers of the Arts and Sciences Faculty are: determining specific requirements for admission into the various curricula, establishing the requisite curricula for academic work, encouraging the research work of faculty members and advanced students, fixing specific requirements for degrees, and recommending for degrees those candidates who have fulfilled such requirements.

Section II: The Faculty Senate

The Faculty Senate consists of between thirty and sixty members, drawn from qualified full-time faculty and librarians. Representation of various constituencies is specified in the bylaws. Each Faculty Senator serves for a two-year term and may not serve more than two consecutive terms.

The Faculty Senate acts on matters within the jurisdiction of the Arts and Sciences Faculty and as an advisory body to the Deans. Its officers include an elected President and Vice-President, a Secretary (who is also the Arts and Sciences Faculty Secretary), and a Parliamentarian. Eight student representatives participate in the discussions of the Faculty Senate, but do not have a vote.

Section III: Committees and Their Duties

There are eleven standing committees--a brief description of each follows. All committees serve both the Colleges of Arts and Sciences and University College. For the complete list of duties, membership, and other information, see the Appendix. All committees report to the Faculty Senate.

Among the duties of the *Academic Policy and Courses of Study Committee* are: overseeing college-wide curricular requirements and academic standards, reviewing and recommending new curricula, studying recommendations for course changes proposed by faculty members, consulting with appropriate administrative officers about the effect of course changes on administrative procedure, and reporting to the Faculty Senate for its approval all course changes recommended by the committee.

The duties of the *Admission and Retention Committee* include: establishing and reviewing criteria for admission, reviewing candidates for admission, monitoring retention rates, and developing programs to improve recruiting and retention.

The *Appointments and Promotions Committee* bears responsibility for advising the Dean about appointments, reappointments, promotion, and personnel matters. Members of this committee also serve as a pool from which the Dean may select members for all Advisory Committees on Appointments and Promotions.

Members of the *Honors Program Committee* review applications of candidates for the program, establish guidelines for seminar proposals and select seminars to be offered by faculty, and administer and evaluate the program.

The *Information Services Committee* represents faculty interests and concerns in matters involving library collections and services, A-V equipment and services, and computer equipment and services.

Members of the *Planning and Budget Committee* propose long-range plans, such as new program development; consider the relationship of Arts and Sciences to other units of the University, other area colleges, and the community; and advise the Dean on academic and budget priorities.

The *Review Committee* has advisory powers only. Its duties include counseling and advising any member of the legislative body who seeks such advice with respect to any problem affecting his or her status as a member of the University.

Among the duties of the *Rules and Procedures Committee* are: conducting elections, resolving procedural questions under the By-Laws, formulating the rules under which the business of the faculty may be conducted, and revising and amending existing rules.

The duties of the *Scholastic Standing Committee* include: interpreting and executing the rules and Regulations of CAS with regard to individual cases involving scholastic standing, approving deviations from the published policy on course load and repeat option, approving re-admission of students, and proposing new scholastic regulations to the Senate.

The responsibilities of the *Student Life Committee* include: recommending procedures for improving relations between students and faculty, reviewing regulations governing student conduct, investigating matters regarding student dishonesty, attempting to resolve conditions causing student frustration or discontent, and working with the Teaching Excellence Center on matters relating to teacher evaluation.

Among the duties of the *Faculty Life Committee* are regularly consulting with the Dean and Provost on matters involving campus security, receiving grievances and suggestions from faculty regarding parking matters, and overseeing the periodic evaluation of college administrators.

B. Bylaws for the Graduate Faculty

The Graduate Faculty includes full-time faculty members at Rutgers University--Camden who are involved with a Graduate Program administered under the authority of the Graduate School--Camden. The Camden Provost, the Dean and Associate Dean of the Graduate School, the Librarian of the Camden College of Arts and Sciences, and the Deans of the Camden College of Arts and Sciences, Law School, and Business School are ex officio members of the Graduate Faculty.

The Graduate Faculty has jurisdiction over academic matters, and prescribes requirements for admission, curricula, and graduation. Officers of the Graduate Faculty include the Dean and Associate Dean of the Graduate School and an Executive council comprised of Program Directors of those Graduate Programs offered by the Graduate School in Camden.

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V. Policies

A. Class Absence

Faculty members are expected to meet with their classes at all of the scheduled time periods. If a faculty member is ill and must be absent from class, the faculty member must contact the department chairperson so that coverage of the class can be arranged.

The College is committed to the professional development of its faculty and recognizes that attendance at conferences, performances at public events, and so on are essential components of professional development. Occasionally, important professional development opportunities conflict with teaching responsibilities. To allow for professional development in such situations, faculty members may make alternative arrangements for up to one half of one week's classes each semester (for example, for classes on a Tuesday/Thursday meeting pattern, alternative arrangements could be made for the classes meeting on a Thursday). These alternative arrangements might include coverage by a colleague or guest speaker, a laboratory assignment monitored by a laboratory assistant, re-scheduling the class, and so on. The chairperson must approve of the arrangements and be notified of the professional development reasons for them.

Ordinarily faculty members should not miss more than one half of one week's classes in the course of a semester. However, when extraordinary professional development opportunities are available, a faculty member may discuss with the department chairperson the possibility of making alternative arrangements for longer absences from class. If the chairperson judges both that the professional development opportunity is extraordinary and that the alternative arrangements provide for high quality education for students, the chairperson may approve a faculty member's request to be absent from classes for longer periods. All costs associated with the alternative arrangements (e.g., hiring a guest lecturer) are to be borne by the faculty member.

Except in instances of illness or professional development opportunities (as outlined above), faculty members are expected to meet with their scheduled classes. A faculty member who believes that he/she cannot meet with regularly scheduled classes for reasons other than these should seek approval from the department chairperson for both absence from class and the alternative arrangements for coverage of the missed classes.

Because teaching responsibilities and professional development opportunities vary by discipline, individual departments may request amendments to these guidelines for their faculty members by submitting the proposed amendments to the Dean.

B. Computing

The University expects all members of the community to use computing and information technology resources in a responsible manner, following University policies and standards. It is especially important to adhere to software licensing and installation guidelines. Faculty and departments planning to purchase equipment or software that they expect to have supported by the Computing Manager should consult with him/her before such acquisitions are made.

Rutgers University Computing Services (RUCS) establishes standards and guidelines for computer usage. The [RUCS](#) home page contains information on basic services provided at the University as well as on [computing policies](#). Specific information and announcements about computing services at the Camden Campus can be found on the [RUCS-Camden](#) home page.

C. Faculty Academic Service Increment Program (FASIP)

Academic service increments may be awarded to faculty members who have demonstrated recent and continuing excellence in teaching, scholarship, and/or service. In addition, such increments may be awarded to faculty members whose current compensation warrants special consideration on the basis of academic or professional contributions in comparison with compensation of colleagues with similar achievements in the department or discipline at large.

In order to be eligible for academic service increments, a faculty member must meet all of the following requirements: have an appointment at Rutgers at the time of consideration for an academic service increment and during the year for which the award is made, have completed at least one year of full-time service at the University at the time of consideration for an academic service increment or at least three years of part-time service, and not be in his or her terminal year at Rutgers during the effective date of the award.

The tenured faculty of each department, to ensure equitable treatment for its members, must formulate a statement of their own specific criteria and the application of them within the framework of general criteria set by university policy. This statement must be distributed to the department prior to the commencement of the process for consideration of academic service award increments.

Please note that it is the policy of the College of Arts and Sciences and the Graduate School to use FASIP awards to acknowledge excellence in teaching and service as well as in research, scholarship, and artistic achievement. The inclusion of peer reviews will help to strengthen a recommendation for a FASIP increase based on excellence in teaching.

For further information, see the [AAUP](#) web site.

D. Faculty Responsibilities

Faculty responsibilities include teaching evaluations, academic advising, the faculty-administration survey, and responding to periodic communications from administrative offices. The College takes teaching evaluations seriously, and each faculty member is expected to participate in the student evaluation of teaching process. Academic advising is an essential faculty responsibility; faculty should be available to meet with departmental majors and other students during regularly scheduled office hours, and especially during the pre-registration periods in the fall and spring. It is important to respond to the annual survey, so that faculty activities can be properly reported each year. Communications from administrative offices solicit information vital to planning programs, budgets, and other matters; a timely response is expected.

E. Grade Complaints

According to the Camden [Undergraduate Catalog](#), the "classroom, studio, or laboratory instructor has the responsibility for the assignment of grades. Complaints about a grade must be directed to the instructor in writing, within ten working days of its assignment. Disputes unresolved at this level are referred, in writing, to the appropriate department chairperson. Complaints remaining unresolved at this level should be directed, in writing, to the dean of the appropriate college."

F. Final Examinations

If a final exam is given in a course, it must be given in the scheduled exam period, which is published in the class and hour schedule each semester. It may not be given during the last week of class or during the reading period.

G. Grant-Funded Released Time

The following policy applies to released time from teaching funded by grants:

The grant itself should fund the released time. The released time per three-credit course shall be calculated at 12.5% of the faculty member's salary, plus benefits, which currently are set at 32.5% of salary. This percentage covers 1/8 of the faculty member's time and is based on the standard Rutgers formula in which eight three-credit courses (24 "instructional units") make up one faculty line. Ordinarily faculty shall apply for only one course of released time in any *academic year*. In

extraordinary circumstances, the dean may approve release for more than one course, or may allow the use of part of the 12.5% per course figure as matching funds.

All proposed course release should be approved in advance of the faculty member's submission of an application. A faculty member shall first discuss the proposal with her/his chair. In making the decision to approve or reject a request for grant-funded released time from teaching, the dean shall consult with the chair.

This policy applies to all grant-funded released time, whether the grant is internal or external to the university.

Faculty should allow enough time for the approval process. Ordinarily ten working days before the submission deadline will be sufficient.

H. Inclement Weather

It is the general policy of the University not to cancel regularly scheduled classes because of weather conditions. In most cases, therefore, of emergencies which disrupt local transportation facilities or create personal problems, students and faculty members should make decisions as to attendance which appear appropriate to them in their particular circumstances.

However, there are instances where especially adverse and hazardous road conditions make it impossible to travel and to conduct academic activities at the campus. On these infrequent occasions appropriate announcements will be made over KYW (1060 AM), an area radio station. The following code numbers will identify the campus:

605 - Day Session classes (8:00 a.m. - 6:00 p.m.) -- CCAS,
Graduate, Law, SBC

2605 - Evening Session classes (6:00 p.m. - 10:30 p.m.) --
UC, Graduate, Law, SBC

I. Policy Prohibiting Harassment

All members of the university community should be aware of the current [policy](#) that prohibits harassment based on an individual's race, religion, color, national origin, ancestry, sex, sexual orientation, disability, marital or veteran status. Faculty members should acquaint themselves with appropriate procedures for the referral and assistance of a student or employee concerned about harassment. The policy and complaint process can be found on the web page of the [Office of University Harassment Compliance](#). The Office can also be contacted by phone at 732-445-3020 (x626).

J. Research Policies

According to University policy, all research involving the collection of information, data, or samples from *or* about human subjects or information, data, samples gathered from people at some prior time

either by the researchers themselves or someone else, must be reviewed and approved *prior* to such studies being undertaken. This policy applies to any work whether new, ongoing, or proposed for funding, whether conducted at the University or elsewhere, by anyone affiliated with Rutgers.

The Institutional Review Board for the Protection of Human Subjects is the body at Rutgers charged with reviewing all projects using human subjects. All faculty, staff, students and others anticipating conducting research projects involving human subjects must be in compliance with [University policies and procedures](#) regarding human subjects. Further information can be obtained from the Assistant Director, Research Subjects Administration (732-445-2799).

K. Sabbatical Program

The sabbatical program now provides assistant professors with increased opportunities to pursue research and scholarship during the probationary period; under the terms of the current contract, tenure track assistant professors are eligible for a one-semester, 100% leave after six semesters. All other sabbaticals, whether one or two semesters shall be at 80% salary, except that a one-semester sabbatical at 85% shall become available after 16 semesters. However, those who are or become eligible (on or before June 30, 2003) for the 100% salary option under the pre-existing 12-semester eligibility rule shall continue to be eligible for one 100% salary, one-semester sabbatical until such time as it is taken. For further information, see the [AAUP](#) web site.

L. Tenure and Promotions

Faculty members should discuss procedures and deadlines with their department chair, who, in consultation with the appropriate members of their departments, are normally responsible for initiating recommendations for faculty reappointments and promotions.

Further information, guidance, and appropriate forms may be found at the [Academic Reappointment and Promotions](#) section of the University's Faculty & Staff web page.

M. Travel

According to the University's [travel web site](#), "Travelers are permitted to make travel arrangements wherever they choose and are encouraged to make the purchase directly from the airline or rail website as a cost containment strategy. Upon your return from the business trip, process a [TABER](#) for reimbursement of travel-related expenses. Travelers also have the option to purchase air and rail tickets utilizing the direct billing option through any of the preferred travel agencies. The cost of the ticket is charged to the University using the direct billing option but the travel agency will charge a per transaction service fee."

Faculty who travel abroad for research or other university business may obtain a card that enables them to receive emergency medical

assistance through the Global Programs office. To acquire the card, faculty should contact the Global Programs office at 732-932-6693.

N. Workload

Rutgers University is an institution committed to research and creative achievement; instruction at the undergraduate, graduate, and professional level; and service. The professional duties of faculty members, including research, teaching, and service, constitute their workload. Teaching duties are to be consistent with the missions of the departments and the larger academic units, and workload policies are to be consistent with the practice of the academic unit. The Dean, as the chief academic officer of the Faculty of Arts and Sciences and the Graduate School, is responsible for ensuring that the professional duties required of the faculty shall be in accordance with the mission of the university.

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VI. Research Centers, Institutes, and Programs

A. Center for Children and Childhood Studies

The [Center for Children and Childhood Studies](#) promotes understanding, enrichment, and recognition of the significance of the experiences of childhood through support of intellectual inquiry in to the lives of children in the United States and abroad; development and evaluation of service and outreach programs for children; dissemination of knowledge to those directly responsible for ministering to children's needs and formulating policies affecting their lives and futures; and development of innovative and interdisciplinary coursework, research, and service internships that equip university students and the public to make informed decisions concerning children and youth.

B. Center for State Constitutional Studies

The [Center for State Constitutional Studies](#) is an interdisciplinary institute dedicated to promoting public understanding of American state constitutions and of sub-national constitutions in other federal systems. By initiating, sponsoring, and conducting research and educational programs, the Center seeks to increase and disseminate knowledge about American state constitutions and other sub-national constitutions. The Center provides consultation services, conducts research on state constitutional issues, and presents public education programs on state constitutions.

C. Mid-Atlantic Regional Center for the Humanities

The [Mid-Atlantic Regional Humanities Center](#) (MARCH), which is committed to advancing humanities research, training, and public programming within the region. The center takes a broadly collaborative approach involving museum curators, archivists, secondary school teachers, professionals in a variety of cultural institutions, and

university educators.

D. Center for Strategic Urban Community Leadership

The [Center for Strategic Urban Community Leadership](#) is dedicated to the improvement and advancement of urban communities in the United States. Through social action research, leadership development, training, and community partnerships, the Center provides a forum for the analysis discussion, and assessment of policy issues, while developing new knowledge about strategic approaches to meet the changing needs of urban communities.

E. Walter Rand Institute for Public Affairs

[The Walter Rand Institute for Public Affairs](#) was established at the Camden campus to honor the late New Jersey State Senator. It seeks to support and improve the social, economic, and physical infrastructure of communities throughout the region. The Rand Institute addresses the challenges that shape the lives of citizens in southern New Jersey by offering policy research, technical assistance, and educational outreach.

F. Summer Session and Winterim

Undergraduate and graduate day and evening classes are offered during the summer in five separate sessions (three four-week sessions and two six-week sessions). Concurrently with summer session classes, the campus hosts the Rutgers-Camden Summer Music Festival and the Writers' Conference.

Winterim classes use a compact schedule, meeting in the first two weeks of January. Students meet for an orientation before the winter break and then engage in a series of directed readings and/or Internet activities before classes begin.

Faculty wishing to teach either Summer Session or Winterim classes should notify their department chair. Further information about both programs may be obtained from the [Summer Session](#) and [Winterim](#) web sites.

G. International Studies

[The International Studies program](#), since its inception in 1985, has helped more than 1400 students from Rutgers and other institutions travel and study in more than thirty countries. By supplementing on-campus courses with short periods of study abroad, students gain a better world perspective and first-hand knowledge of subject matter. In addition to traveling to museums, libraries, and historical and cultural sites, all programs of study include pre and post-trip lectures, assigned readings, orientation seminars, and appropriate research papers and/or exams to be completed upon return. Rutgers students may participate in the Program on a credit basis only.

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VII. Responsibilities of Department Chairs

According to University Regulations, the Department Chair has general administrative responsibility for the department. This includes: overseeing the scheduling of classes, managing the budget, and serving as the point of contact for students and as the intermediary between the department and the dean's office; planning, with the members of the department, ongoing improvements in the department's programs; continuously evaluating the instructional, research, and administrative processes of the department; periodically evaluating members of the department and reporting the evaluations as required; in consultation with appropriate members of the department, recommending appointments, reappointments, promotions, non-reappointments, and dismissals in accordance with University policies and regulations; ensuring that adequate supervision, advice, and training are afforded to new members of the department and other members who might profit thereby; collecting and maintaining thorough records of each member's teaching, scholarship, and service, taking care to measure teaching effectiveness objectively and continuously by such means as peer reviews and student evaluations; and, generally, to promote the effectiveness of the department, college, and University by every appropriate means.

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VIII. Special Facilities

A. Athletics and Recreational Services

[Athletics and Recreational Services](#) offers the opportunity for students to participate in a variety of intercollegiate athletic programs as well as recreational and [intramural activities](#). The college is a Division III member of the NCAA and the New Jersey Athletic Conference. The gymnasium features a main and auxiliary gym as well as a weight room, handball/racquetball and squash courts, and a six-lane pool.

B. Paul Robeson Library

The [Paul Robeson Library](#) contains more than one-half million bibliographic items. The several million volumes held by the other units of the Rutgers University Library System supplement the local holdings. Reference librarians meet with classes to provide instruction in general library use or the literature of a specific discipline. The library has recently made available the Rutgers Digital Library, which offers full text magazine, journal, and newspaper articles as well as a wide variety of bibliographic databases and information services.

C. Stedman Gallery and Walter K. Gordon Theater

The Stedman Gallery and the Walter K. Gordon Theater comprise the [Rutgers-Camden Center for the Arts](#). They provide a year-round calendar of performing, visual, and film arts programs for the campus and the region. Each summer, in conjunction with Camden County Parks and Recreation, RCCA presents a series of outdoor performances as part of Rutgers Summerfest. The Center works throughout the year to conduct arts education and enrichment programs for K-12 students in Camden and the region.

D. Walt Whitman Cultural Arts Center

The [Walt Whitman Cultural Arts Center](#), a non-profit multi-cultural literary, performing, and visual arts center, is dedicated to continuing the legacy of its namesake for artistic excellence and to ensuring that this legacy is accessible to the residents of Camden and its region. The center offers a year round schedule of poetry readings, international and modern dance performances, musical performances, and family theater programs.

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IX. Who Does What?

The table below indicates University offices to contact for specific services.

Office	Phone #	Service Provided
Bookstore	6007	Textbooks
Business Manager (Maria Garcia)	6100	Contracts, paychecks, personnel issues
Computing Services (RUCS)	6065	Computing support, network services, student labs; / Smart Classroom use and to order equipment for classroom use.
Computing and Instructional Technology (Harold Winshel, Director)	6669	Computer aid for FAS faculty
Department Chair		Curriculum, course material, grade complaints, faculty travel
Learning Resource Center	6442	Tutoring
Parking	6137	Parking permits
Registrar	6053	Rosters, enrollment, room changes
Sponsored Research	6249	External funding for research
Student Affairs	6050	Student absenteeism, student personal problems
University Police	6009	Unlocking doors, escort service

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X. Updates

Information for retired faculty (and those considering retirement):

Many benefits are available to retirees. These include auditing courses at no cost, a guest computer account, a new ID card for use at University libraries, counseling services, free parking permits, and eligibility to join the Rutgers Retired Faculty Association (RFA). Membership in the RFA brings additional benefits that are listed at their [web site](#) . In addition, retirees should consider joining the campus retired faculty organization.

The Dean's Office of the Faculty of Arts and Sciences hopes to maintain a mutually satisfying and beneficial relationship with its retirees. Retirees are welcome at various campus events, including luncheons held twice yearly for retired faculty and staff. Retired faculty members are especially encouraged to attend Honors Convocation and Commencement. Those attending Commencement may process with the faculty; the Dean's Office will pay for the rental of cap and gown, provided appropriate deadlines are met.

In addition, we hope that retirees will remain active in campus life. Campus involvement can include continuing a research program, advising students, career counseling, fund-raising, directing independent study projects, committee work, administrative consultations, and other activities. In exchange for at least 20 hours per semester of such service (to be arranged with department chairs), the campus will provide the appropriate support, including shared office space, telephone access, reasonable secretarial assistance, and necessary office supplies.

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XI. Appendix

A. Bylaws for the Arts and Sciences Faculty

SECTION I: The Faculty

A. Membership

1) In accordance with University Statute (4.11), the Arts and Sciences Faculty shall consist of the President and Executive Vice President for Academic Affairs of the University, the Camden Provost, the Dean of the Faculty of Arts and Sciences, the Professors, Associate Professors, Assistant Professors, and Instructors who have served at least one year. The Arts and Sciences Faculty shall also include professional librarians of equivalent rank. Other officers may be designated as faculty in accordance with University Statute 4.11.

2) Other officers may be invited by the Arts and Sciences Faculty to its meetings and may take part in the discussion but shall not vote (4.13).

B. Duties and Responsibilities

1) All duties and responsibilities not assigned by these By-Laws to the Arts and Sciences Faculty or the Faculty Senate are reserved to the appropriate colleges, or to the Arts and Sciences faculty, or to the several departments.

2) Under the President the Arts and Sciences Faculty shall have jurisdiction within the undergraduate colleges in Camden over academic matters, subject to review by the University Senate as set forth in the University Statute 4.31. (See Appendix A). In exercising this jurisdiction the Arts and Sciences Faculty:

- a) Shall refer all matters under its jurisdiction to the Faculty Senate.
 - b) Shall receive reports from the Faculty Senate.
 - c) Shall consider and vote on any issue referred by the Faculty Senate to the full Arts and Sciences Faculty.
 - d) May over-ride any Faculty Senate decision by a majority of those present and voting, at a special meeting called for the purpose of reconsidering a Faculty Senate decision.
- 3) Except for Arts & Sciences Faculty Senators chosen by departments, the Arts and Sciences Faculty shall conduct elections of its officers and its other elected representatives.
- 4) The President and Vice President of the Faculty Senate are to be elected by the entire Arts and Sciences Faculty by the end of the Spring term for the following year. Full-time faculty members, at or above the rank of Assistant Professor, are eligible for the office. Before any election of these, recommendations to the Arts and Sciences Faculty are to be made by the Rules of Procedure Committee. Additional nominations may be made from the floor of the Faculty Senate. If the individual elected by the Arts and Sciences Faculty is not a senator, he/she will be designated member-at-large for the period of his/her tenure.
- 5) The Arts and Sciences Faculty may amend, add to, or repeal these By-Laws by a majority vote of the Arts and Sciences Faculty present at any duly constituted meeting, provided written notice of the changes has been sent by the Secretary to each member at least two weeks before the meeting, and provided that no such changes are contrary to the University Statutes.
- 6) Individual faculty members may make proposals for consideration by the Faculty Senate through a Faculty Senator, the President of the Faculty Senate, or an appropriate committee.

C. Meetings

Unless, in the judgment of the Dean and the President of the Faculty Senate, a meeting is not required, a regular meeting of the Arts and Sciences Faculty shall be held once each semester (Statute 4.41). The fall semester meeting shall be in September and the spring semester meeting shall be in the first business week in April. Announcement of the date shall be made by the Dean at least two weeks in advance of each meeting.

Special meetings of the Arts and Sciences Faculty may be held at the call of the President or the Dean. The Dean shall call a special meeting on the written request of 25% of its members (Statute 4.41), or at the request of the President of the Faculty Senate.

Any meeting may be closed by a majority vote of the Arts and Sciences Faculty. When it is deemed desirable, the Dean may call a closed meeting.

The Dean shall be the presiding officer at all meetings of the Arts and Sciences Faculty unless the President of the University is present and presides (Statute 4.1). The Dean shall accept items for the agenda and distribute the agenda for those meetings.

5) Fifty percent of the Arts and Sciences Faculty shall constitute a quorum for the transaction of business.

A section of twenty seats shall be reserved at Arts and Sciences Faculty meetings for student

observers, who may participate in the discussion only at the invitation of the Arts and Sciences Faculty.

Meetings of the Arts and Sciences Faculty shall be conducted in accordance with Robert's Rules of Order.

D. Officers and Elections

1) Arts and Sciences Faculty Secretary

a. A Secretary Of the Arts and Sciences Faculty shall be elected for the term of one year.

b. The duties of the Secretary shall be:

i. To keep a book of minutes of proceedings (Statute 4.42).

ii. To send, immediately after each meeting of the Arts and Sciences Faculty, to each member of that Faculty and to the Secretary of the University a copy of the minutes of that meeting.

iii. To issue annually in September a list of the voting members of the Arts and Sciences Faculty.

iv. To conduct such correspondence as may be necessary for informing the Arts and Sciences Faculty of any business pertinent to an announced meeting.

v. To serve as Secretary of the Faculty Senate.

2) University Senators

a) Representation in the University Senate and the term of office shall be as specified in the University Statutes (7.12 and 7.13).

b) One of the Senate Representatives shall be designated by the Dean to keep the Arts and Sciences Faculty informed concerning all Senate actions of interest to that faculty.

c) One of the Senate representatives shall be elected to membership on

the University Committee on Committees (Senate Rule).

3) Nominations for Arts and Sciences Faculty Secretary, members of the University Senate, or any other Arts and Sciences Faculty Elective office, shall be made by the Rules of Procedure Committee. Not less than ten days before the Regular meeting in April, at which time the officers specified above are to be elected, the names of the nominees shall be sent to each member of the Arts and Sciences Faculty eligible to vote. Additional nominations may be made from the floor.

4) Election shall be by ballot in each case where there are more candidates than offices to be filled. A majority of valid ballots cast shall be required for election in all cases.

Appendix A

4:30 Duties and Powers

4.31 Under the President each faculty shall have jurisdiction within its own unit over academic matters, subject to review by the University Senate as hereinafter set forth, such as:

Determining such additional requirements for admission as are deemed necessary for entrance into its several curricula.

Setting up the requisite curricula for its academic work and providing for the schedule of courses.

Encouraging the research work of the faculty members and of advanced students.

Adopting additional regulations regarding attendance, conduct of examinations, grading, scholastic standing and honors in course, and other appropriate matters.

Fixing specific requirements for degrees.

Recommending for degrees in course, through the President to the Board of Governors, those candidates who have fulfilled the requirements for the appropriate degrees as follows:

1) University College - Bachelor of Arts, Bachelor of Science

2) Camden College of Arts and Sciences, Bachelor of Arts, Bachelor of Science.

Adopting regulations governing its own procedures.

Making recommendations to the President or to the Senate respecting any phase of college or University activity.

Proposing through the Senate and the President amendments to these

regulations to be adopted by the Board of Governors.

SECTION II: The Faculty Senate

A. Membership

1. The Faculty Senate shall consist of not less than 30 nor more than 60 members. Only full-time faculty members whose primary function is teaching or research and librarians may serve as Senators. In cases of disputed eligibility, the Faculty Senate shall make the determination.
2. The Arts and Sciences faculty shall have a representation of five Senators at-large.
3. Nominations for Senators-at-large (see Section II immediately above) shall be made by the Arts & Sciences faculty.
4. Each department shall have at least one representative. Departments with more than five members (on the basis of full-time equivalents) shall have one representative for each five members or major portion thereof. The number of Faculty Senators each department is entitled to for any academic year shall be based on the number of full-time equivalent members in each department during the preceding Spring semester.

The Departments are as follows:

Biology
 Chemistry
 Computer Science
 Economics
 Education
 English
 Fine Arts
 Foreign Languages
 History
 Library
 Mathematical Sciences
 Nursing
 Philosophy/Religion
 Physics
 Political Science
 Public Policy and Administration
 Psychology
 Social Work
 Sociology, Anthropology, and Criminal Justice

Following any action by the Faculty of Arts & Sciences which changes departmental structures, the Secretary of the Faculty of Arts and Sciences shall make corresponding revisions in the above list of departments, unless the Faculty of Arts & Sciences indicates to the contrary by its action.

5. The election of Faculty Senators at-large will be conducted by secret ballot in April of each year by the Rules of Procedure Committee. Election of Faculty Senators for each department shall be conducted

within the respective departments.

6. Full-time faculty members whose affiliation with the University will continue the following year will be eligible to vote, each faculty member of a department casting one vote for each of the appropriate number of Faculty Senators to be elected by that department.

7. A run-off election will be held when no candidate receives a majority of the votes. In the event no candidate receives a majority in the run-off election, the candidate with the highest number of votes will be elected. In the event of a tie, the choice will be determined by the toss of a coin.

8. The term of office for each Faculty Senator shall be for two years.

9. Reapportionment shall be determined by the Rules of Procedure Committee when the Faculty Senate will exceed 60 members under the existing formula for representation.

B. Duties and Responsibilities

1. The Faculty Senate shall act on all matters within the jurisdiction of the Arts and Sciences Faculty except that the Senate shall make no changes in the By-Laws (see Statute 4.31 in Appendix A).

2. The Faculty Senate shall act as an advisory body to the Dean.

3. The Faculty Senate shall report on its activities to the Arts and Sciences Faculty and may, through the President of the Faculty Senate, refer specific matters to the Arts and Sciences Faculty for advice or action.

C. Officers

1. A President and a Vice-President shall be elected by the members of the full-time Arts and Sciences Faculty for a term of one year. The President shall determine the agenda and distribute it to the Arts and Sciences Faculty, call and conduct meetings of the Faculty Senate, report to the Arts and Sciences Faculty, and perform any other duties which may be stipulated by the Senate. These duties shall be performed by the Vice President in the absence of the President.

2. The Arts and Sciences Faculty Secretary shall also serve as Secretary of the Faculty Senate. The Secretary shall have no vote unless he/she is a duly elected member of the Faculty Senate. The duties of the Secretary shall be to record and distribute the minutes of the Senate meetings to the Arts and Sciences Faculty.

3. A Parliamentarian shall be appointed by the President of the Senate.

D. Steering Committee (of the Faculty Senate)

1. This committee, to be composed of President, Vice-President, and one Senator elected by the Senate, will advise the President of the Senate on direction of the Senate, agenda, issues requiring immediate action, and establish an annual schedule of committees to report to the Senate and/or to the Arts and Sciences Faculty.

E. Meetings

1. Meetings of the Faculty Senate shall be called by the President or upon petition of 25% of the members of the Faculty senate. These meetings shall be open to students (beyond the eight student representatives [see Section F immediately below]), all Faculty, instructors in the first year, and administrators; the number of observers shall be set by the Faculty Senate, with provision for a minimum of ten of each group. If any observer wishes to speak to the Faculty Senate, he/she must receive permission from the Presiding Officer prior to a Faculty Senate meeting.

2. Only members of the Senate may vote; however, when a Senator is absent, a member of his/her constituency may attend in order to speak and to communicate information to the constituency.

3. A quorum of the Faculty Senate shall be one-half plus one of the membership.

4. The meetings of the Faculty Senate shall be governed by *Robert's Rules of Order*.

F. Student Representatives to the Senate

1. There shall be eight student representatives to the Senate two of whom shall be matriculated in University College. They may participate in the discussion but shall have no vote. Student representatives, however, shall have the right to make motions. For such motions to be considered, they must be seconded by a Faculty Senate member.

2. Students shall have the right to petition the Faculty Senate for reconsideration of its decisions. Such a petition shall require signatures of 25% of the student body.

G. The Administration and the Senate

1. The Camden Provost, the Deans of the Colleges and of the faculties, the Dean of Students, the Registrar, the Director of Undergraduate Admissions, the Business Manager, the Director of the E.O.F. program, or their representatives, and any other that the Faculty Senate designates may attend Senate meetings and participate in the discussion but shall have no vote.

Section III: Committees and Their Duties

- A. The following are standing committees of the Faculty of Arts and Sciences:

1. Academic Policy and Courses of Study
2. Admissions and Retention
3. Appointments and Promotions
4. Honors Program
5. Information Services
6. Planning and Budget
7. Review
8. Rules of Procedure
9. Scholastic Standing
10. Student Life
11. Faculty Life

B. Description of Membership and Duties

All committees serve both CAS and UC. All committees, unless otherwise specified, will submit a written report at the end of each academic year to the Faculty Senate for its review and subsequent transmission to the full faculty. The three divisions of the faculty are Humanities, Social Sciences and Natural Sciences. Each committee will elect a chairperson from among its faculty members. All committee members who serve by virtue of their administrative offices are ex officio, non-voting members.

1. Academic Policy and Courses of Study

Membership: Six elected faculty members (two from each division), serving three-year overlapping terms

Duties:

- a) To oversee college-wide curricular requirements and academic standards and to recommend revisions to the Faculty Senate for its approval
- b) To review and recommend to the Faculty Senate for its approval new curricula (i.e., major programs)
- c) To study recommendations for course changes received from any faculty member, the Faculty Senate, or any discipline or department
- d) To consult with the appropriate administrative officers concerning the effect of course changes on administrative procedure
- e) To report to the Faculty Senate for its approval all course changes recommended by the committee

2. Admissions and Retention

Membership: Six elected faculty members serving three-year overlapping terms; three students, one representative from Admissions, one from Student Life, and one from Advising (all ex officio)

Duties:

- a) To establish and regularly review admissions criteria
- b) To review applicants for admission and to pass upon their eligibility for acceptance for degree or special programs
- c) To impose conditions for provisional admission and to suggest to students the means of clearing entrance deficiencies
- d) To inform the Faculty Senate of the methods it uses to interpret and execute the existing rules for the admission of students
- e) To supply the Faculty Senate each semester with pertinent data on incoming students
- f) To monitor retention rates and report them to the Faculty Senate
- g) To develop programs to improve student recruitment and retention

3. Appointments and Promotions

The faculty will, each year, elect nine tenured members, three from the humanities, three from the social sciences, and three from the natural sciences to form a Committee on Appointments and Promotions. The functions of this committee shall be:

- a) To serve as a pool of members from which the Dean may select members for all Advisory Committees on Appointments and Promotions
- b) To be available to provide the Dean with advice as to the number of Advisory Committees, their size, and their composition by discipline or field, as provided in university Regulation 4.24.

Membership: For each division of the faculty (Humanities, Social Sciences and Natural Sciences), there shall be a committee of six tenured faculty members appointed by the Dean. Two alternates shall be assigned to each committee to serve when an appointed member is unable to serve.

Duties:

- a) To advise the Dean as to appointments, reappointments, retirement or personnel procedures generally.
- b) In the case of appointments, reappointments, or promotions into and within tenure rank, the recommendations of the committee shall also be forwarded to the Vice President for Academic Affairs.
- c) The committee may also on its own initiative make suggestions as to personnel matters to administrative officers (Statute 4.24).

4. Honors Program

Membership: Three elected faculty members serving three-year overlapping terms; the Associate Dean, ex officio

Duties:

- a) To review applications and credentials of candidates for the Honors Program
- b) To determine the essay topic on which the applicant will write
- c) To interview students selected from the pool of applicants who have written superior essays
- d) To determine the students to whom awards will be made
- e) To establish guidelines for seminar proposals
- f) To review and select seminar proposals submitted by the faculty
- g) To attend collegial seminars
- h) Generally, to administer the program by assisting students to arrange for tutorials, etc.
- i) To evaluate the program

5. Information Services

Membership: Three elected faculty members serving three-year overlapping terms; Librarian (ex officio); Audio-Visual Coordinator (ex officio); Director of Computer Services (ex officio)

Duties:

- a) To represent faculty interests and concerns in all matters involving library collections and service
- b) To represent faculty interests and concern in all matters involving A-V equipment and services
- c) To represent faculty interests and concern in all matters involving computer equipment and computing services

6. Planning and Budget

Membership: Three elected faculty members and three appointed by the Dean, serving three-year overlapping terms

Duties:

- a) To propose long range plans such as new program development
- b) To consider the relationship of Arts and Sciences to other units in the University, other colleges in the area, and the community at large
- c) To advise the Dean as needed on academic and budget priorities
- d) To regularly inform the Faculty Senate regarding its deliberations

7. Review

Membership: Two elected tenured faculty members and two appointed tenured faculty by the Dean, serving two-year overlapping terms. Two alternate members shall also be chosen, one elected and one appointed.

Duties:

- a) This committee shall have advisory powers only.
- b) It may report to the Dean of the college

or school, or in the provost, or the President, or the Governors, and may in its discretion make reports also for the information of the legislative body. The duties of the committee shall be to counsel and advise any member of the legislative body who seeks such advice with respect to any problem affecting his or her status as a member of the University. (Section 4.23)

c) The committee may also on its own initiative make suggestions as to personnel matters to the administrative officers. (Section 2.1.2)

8. Rules of Procedure

Membership: Three elected faculty members, serving three-year overlapping terms

Duties:

- a) To conduct elections
- b) To resolve any questions of procedure under the faculty By-Laws.
- c) To formulate rules, subject to the approval of the faculty, under which the business of the faculty may be transacted
- d) To revise and amend existing rules, subject to approval by the faculty
- e) To propose to the faculty changes in the University Statutes

9. Scholastic Standing

Membership: Six elected faculty members (two from each division), serving three-year overlapping terms; one representative from Student Life, one from the Registrar's Office, one from EOF, one from Advising (all ex officio)

Duties:

- a) To interpret and *execute* the rules and regulations of the College of Arts and Sciences and University College in individual student cases involving scholastic standing

- b) To allow withdrawal from a course or courses after the usual deadlines have passed. For such withdrawal proper documentation must be provided by the student, the advisor and the instructor. If the instructor is not available, documentation must be provided by the department chair.
- c) To approve deviations from the published policy on course overload
- d) To approve deviations from the published policy on the repeat option
- e) To approve re-admission of students who have been separated from Arts and Sciences or University College for academic or disciplinary reasons
- f) To impose such restrictions on the educational programs of probationary and re-admitted students as may seem desirable for their satisfactory academic progress
- g) To inform the Faculty Senate on the current principles and methods used by the committee in interpreting and executing existing rules
- h) To provide to the faculty Senate each semester a summary of the actions taken in the preceding semester
- i) To propose new scholastic regulations to the Faculty Senate

10. Student Life

Membership: Three elected faculty members, serving three-year overlapping terms; three students; Dean of Students (ex officio)

Duties:

- a) To recommend procedures for improving relations between students and faculty
- b) To attempt alleviation of conditions causing student frustration or discontent, through informal contacts or

- c) through recommendations for faculty or administrative action.
- d) To review regulations governing the general conduct of students on the campus
- e) To inform and counsel students about their student and civil rights, especially with regard to disciplinary procedures
- f) To investigate matters involving academic dishonesty and other causes for disciplinary action and to take appropriate action consistent with the decisions of the Board of Governors
- g) To work as needed with the Teaching Excellence Center on all matters relating to teacher evaluation
- h) To work as needed with the offices of Advising, Registration and Student Life on matters relating to new student orientation
- i) To work as needed with the Alumni Office on matters related to alumni affairs and development

11. Faculty Life

Membership: Three elected faculty members, serving three-year overlapping term

Duties:

- a) To consult with the Dean and Provost on a regular basis on all matters concerning campus security
- b) To receive grievances and suggestions from faculty members regarding security matters
- c) To organize seminars and educational programs from time to time with a view to improving information and awareness of security problems
- d) To receive grievances and suggestions from faculty members regarding problems with parking and other campus physical facilities

e) To oversee the periodic evaluation of college administrators

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B. Graduate School Bylaws

Article 1. Organization of the Graduate Faculty

Section 1. The Dean of the Graduate School in Camden and, under the authority of the Dean, the Associate Dean, shall be chief administrative officers of the Graduate School per Article IV, Section I, and shall serve as spokespersons for Programs of the Graduate School in Camden to the Camden Provost and to all other appropriate officers of the University. The powers and responsibilities of the Dean shall follow regulation 2.41 of the University Statutes. The Dean may delegate such powers as he/she chooses to the Associate Dean.

Section 2. The Rutgers-Camden Graduate Faculty, subject to the reserved powers of the Board of Governors and the Statutes of the University, shall have the power, and it shall be its duty:

- a) To exercise jurisdiction over academic matters and to prescribe requirements for admission,
- b) curricula, and graduation as outlined in Section 4.31 of the University Statutes.
- c) The Faculty shall recommend, through the President to the Board of Governors, those candidates who have fulfilled the requirements for the degrees of Master of Arts, Master of Arts in Teaching, Master of Physical Therapy, Master of Science, Master of Science in Teaching, and Master of Public Administration.
- d) In accordance with Section 1.11 of the University Statutes, to be responsible for all instruction at the graduate level offered at the Camden Campus in fields not assigned by the Statutes to other divisions of the University.

Section 3. The Dean and Associate Dean will be advised by an Executive Council, which shall consist of the Program Directors. All standing committees of the Graduate Faculty shall report to the Dean directly, through the Associate Dean, or through the Executive Council.

Section 4. The basic educational unit of the Graduate Faculty shall be the Graduate Program. Under regulation 2.52 of the University Statutes, each Program shall be administered by a Program Director, who will be appointed by the Dean, ordinarily in consultation with a department chairperson to whom the director reports. The Program Director, with the concurrence of the Program Executive Committee, will formulate policy and implement actions of the Program in conformance with the bylaws and regulations of the Graduate School and the bylaws of the Program. The Program Director will submit, by June 1 of each academic year, a report to the Program faculty and to the Dean. Each Program shall be covered by bylaws approved by the membership of the Program and the Dean or Associate Dean.

Section 5. The bylaws of the Graduate Programs shall provide for the following:

- a) A procedure for nomination of faculty to Membership, Associate Membership, or Adjunct Membership.

- b) A procedure for the designation of a Program Executive Committee, which shall be representative of the Program members.
- c) A statement of the frequency of faculty meetings and the procedures governing such meetings, including such matters as attendance and voting privileges, prerequisites for a quorum, and the privilege of calling extraordinary meetings
- d) Procedures for the representation of students and for the solicitation of student opinion.
- e) A procedure by which faculty are assigned to course instruction, advising, and administrative, thesis, and examining committees.
- f) Program organization, including the functions of committees and procedures for the appointment of their members. Responsibility should be located for admissions, advising, review of student progress, curriculum, and placement.
- g) A procedure for student appeals and grievance
- h) A procedure for faculty appeals
- i) A procedure for amendment of the Program bylaws.

Article II. Membership of the Graduate Faculty

Section 1. By virtue of their office, the Camden Provost, the Dean and Associate Dean of the Graduate School, the Librarian of the Camden College of Arts and Sciences, and the Deans of the Camden College of Arts and Sciences, Law School, and Business School shall be ex officio Members of the Graduate Faculty.

Section 2. There are three categories of membership: full membership, associate membership, and adjunct membership.

Section 3. General criteria for membership:

- a) All members should be involved in some way in a Graduate Program that is administered under the authority of the Graduate School-Camden.
- b) Full and associate membership is limited to persons who hold full-time appointments at Rutgers University in Camden or at the University of Medicine and Dentistry of New Jersey.
- c) Except in the cases of persons who hold clinical appointments at UMDNJ, it is expected that all members will be engaged in scholarly research or creative activity and that this work will be disseminated through refereed journals of distinction or their equivalent.
- d) To become a member, one must be nominated by the faculty of a Graduate Program and be appointed in writing by the Dean.
- e) Changes in membership status subsequent to appointment may be

made by the Dean upon the recommendations of Program Directors. Members who are affected by such changes will be notified in writing by the Dean.

Section 4. The distinction between full and associate membership hinges on the extent to which a given member participates in a given Program. It has nothing to do with academic rank. A full or associate professor who is only occasionally or tangentially involved in a Program may be listed as an associate member of its Program Faculty, while an assistant professor who participates more regularly may be listed as a full member.

Section 5. Adjunct Members may be part-time lecturers or other persons from outside Rutgers University and UMDNJ who possess professional expertise or other forms of experience of potential value to a Program. They may teach courses from time to time, or they may serve only on Program committees.

Section 6. Full and associate members have the right to vote at meetings of the Graduate Faculty, to serve on committees of the Graduate School as defined by these bylaws, and to teach graduate courses and direct the research and chair committees of masters students. Adjunct members may teach graduate courses and serve on but not chair the committees of masters students. They shall have voice but not vote in the affairs of the Graduate Programs and at meeting of the Graduate Faculty.

Section 7. No one who is a faculty member of a Graduate Program may simultaneously take graduate courses in that Program for degree credit without the written approval of the Dean or Associate Dean.

Article III. Meetings of the Graduate Faculty

Section 1. The Dean or Associate Dean shall call a meeting of the Graduate Faculty at least once each academic year. Additional meetings may be called upon notice of at least one week at the initiation of either:

- a) The President, the Camden Provost, or the Dean.
- b) A vote of the Executive Council of the Graduate Faculty.
- c) A petition to the Dean of at least 25 percent of the membership of the Graduate Faculty.

Section 2. When particularly urgent matters require prompt action by the Graduate Faculty meetings may be called with less than one week's notice, provided that every reasonable effort is made to notify members of the Graduate Faculty by telephone or telegram. The business of the meeting shall be limited to those urgent matters for which the meeting was called.

Section 3. A quorum shall consist of at least one-quarter of the voting members. Voting will be by simple majority except as otherwise specified in these bylaws. Meetings shall be conducted according to *Robert's Rules of Order*.

Section 4. An agenda set by the Dean or Associate Dean and the Executive Council will be circulated at least one week prior to a called meeting. Any original motion from the floor, or new business in the hands of the Dean not on the agenda, requires a two-thirds vote of members present to be placed on the agenda for discussion.

Section 5. Graduate students representing the Graduate School on the University Senate, or serving on a Standing Committee of a Graduate Program, and the President of the Graduate Student Association, may attend Faculty meetings with the privilege of voice but without vote.

Section 6. Members of other Rutgers University faculties and all graduate students may attend meetings as observers. However, the Faculty may at any time, by majority vote, move to close a meeting to all except Members of the Graduate Faculty.

Section 7. All minutes of Graduate Faculty meetings shall be distributed to Members and shall be available to other members of the University community on request.

Article IV. Officers and Duties

Section 1. The Dean of the Graduate School. As provided by University Regulation 2.41:

- a) The Dean shall be responsible for the effective academic and educational administration of the Graduate School and shall promote its efficiency by every approved means.
- b) The Dean or the Associate Dean shall preside at all meetings of the Graduate Faculty and at all meetings of the Executive Council.
- c) The Dean of the Graduate School shall be an ex officio member of all Standing Committees of the Graduate School.
- d) The Dean and the Associate Dean shall exercise a liaison function among the college department chairpersons, the school and college Deans, Directors of Graduate Programs, and the Executive Council of the Graduate Faculty.
- e) The Dean and the Associate Dean shall use the resources of their office the Standing Committees of the Graduate Faculty, and any other source that they may choose to prepare an annual report to the Provost.
- f) Copies of this report shall be distributed to members of the Executive Council and be made available to members of the Graduate Faculty.
- g) The Associate Dean shall keep minutes of the meetings of the Executive Council and of the Graduate Faculty, supervise all mail voting, and perform other duties as from time to time shall be designated by the Dean.

Section 2. The Executive Council of the Graduate Faculty

Membership and Selection

- a) The Council shall be composed of the Program Directors of those Graduate Program offered by the Graduate School in Camden. The term of service of the Council Member shall be coincidental with that of his/her appointment as Program Director. It follows that Council Members can serve as many terms as they are appointed as Program Directors. Each Program Director shall designate a Full or Associate

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

b) The Executive Council shall act for the Graduate Faculty to:

i) Pass on proposals for new courses.

ii) Consider issues and proposals for action with regard to academic planning and Program development. Graduate Programs shall be evaluated at intervals by groups of senior scholars, in the relevant fields of study, chosen from outside the University. The Executive Council of the Graduate Faculty shall initiate such review. The reviewing panel shall be selected by the Executive Council in consultation with the Graduate Program under review.

iii) Make provision for the staffing of any committees which the Faculty may choose to establish and to receive and evaluate any reports that may issue from such committees.

iv) Maintain liaison with student governing bodies to elicit opinions on curricula, courses, teaching effectiveness, and student-faculty interaction.

v) Prepare, together with the Dean or Associate Dean, the agenda for faculty meetings on all routine and policy matters requiring faculty discussion and approval.

vi) Take other actions, as necessary, between regular meetings of the Faculty, and advise the Dean and Associate Dean.

c) The Executive Council shall ordinarily meet four times each semester. A majority of the Executive Council shall constitute a quorum. The Dean, or in his absence the Associate Dean, shall preside at all meetings of the Executive Council. The Dean or the Associate Dean shall cast tie-breaking votes.

d) Additional meetings may be called

i) by the Director or Graduate Dean,

ii) by petition of 25 percent of the membership, or

iii) by a vote of the Executive Council.

e) Council minutes shall be distributed to all Directors.

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

appoint replacements to Standing Committees as needed between elections.

Section 4. Ad hoc Committees, when required, shall be appointed by the Dean or the Associate Dean for a period of no longer than one year and shall submit written reports to the Dean and the Executive Council.

Article V. Amendments

Section 1. The bylaws may be amended at a meeting of the Graduate Faculty, or by mail ballot of the membership of the Faculty as follows:

- a) Amendments may be initiated by the Dean or Associate Dean, by a simple majority of the Executive Council, or by the written petition of ten voting members of the Graduate Faculty.
- b) Amendments may be voted on at a Faculty meeting provided that they have been submitted to the Faculty not less than ten days before the date of the meeting to consider said amendments and that a quorum is present.
- c) They may be voted on by mail ballot provided that a text of the proposed amendments is mailed to all the members of the Graduate Faculty not fewer than twenty days (excluding vacation periods) before the ballots are tallied.
- d) Amendments must be approved by two-thirds of the Members who vote.

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