

The Graduate School – New Brunswick
By - Laws

August 1998

RUTGERS UNIVERSITY
BYLAWS OF THE GRADUATE SCHOOL IN NEW BRUNSWICK

Article I. Organization of the Graduate Faculty

Section 1. (a) The Dean of the Graduate School shall be chief administrative officer of The Graduate School per Article IV, Section 1, and shall serve as the principal spokesperson for programs of The Graduate School in New Brunswick to the Academic Vice President and to all other appropriate officers of the University.

(b) The Dean will be advised by an Executive Council which shall represent broad disciplinary areas of the faculty and, over time, the faculty units on the New Brunswick Campus that share responsibility for Graduate School programs (hereafter these shall be referred to as the faculty units and their deans as the faculty deans). All Standing Committees of the Graduate Faculty shall report to the Dean through the Executive Council.

(c) The basic educational unit of the Graduate Faculty shall be the Graduate Program. Each program shall be governed by bylaws approved by the membership of the program, the faculty dean, if any, and the Dean of The Graduate School. All program bylaws shall provide for the nomination of a Program Director appointed by and responsible to the faculty dean and for the designation of an Executive Committee which shall be representative of the program members. The Director, with the concurrence of the Executive Committee, will formulate policy and implement actions of the program in conformance with the regulations of the Graduate School and the bylaws of the Program. The Program Director will submit, by the end of June of each academic year, a report to the

program faculty and to the faculty dean with a copy to the Dean of The Graduate School.

(d) The bylaws of the graduate programs shall provide for the following:

1) A procedure for nomination of individuals to Membership, Associate Membership or Adjunct Membership.

2) A statement of the frequency of faculty meetings and the procedures governing such meetings, including such matters as attendance and voting privileges, quorum, and the privilege of calling extraordinary meetings.

3) Procedures for the representation of students and for the solicitation of student opinion.

4) A procedure for the nomination of the Graduate Director and a definition of the term and functions of that person.

5) A procedure by which faculty are assigned to course instruction, advising, and administrative, thesis and examining committees.

6) Program organization, including committees, their functions and procedures for the appointment of their members. Responsibility should be located for admissions, advising, review of student progress, curriculum, placement and the designation of recipients of appointments.

7) Procedures for student appeals and grievances.

8) Procedure for faculty appeals.

9) A procedure for amendment of the program bylaws.

Article II. Membership of the Graduate Faculty

Section 1. A member is appointed to the Graduate Faculty by the President on nomination from the Dean of the Graduate School. Nominations must be initiated by the Graduate Director on behalf of the faculty of the program and in accordance with the relevant provisions of the program bylaws and must be endorsed by the faculty dean.

Section 2. By virtue of their office, the President, the Vice President for Academic Affairs, the Vice President for Research, the University Librarian, the Dean of the Graduate School-New Brunswick, and the unit Deans shall be Members of the Graduate Faculty.

Section 3. There shall be two categories of voting membership in the Graduate Faculty: full membership and associate membership. Both categories have the right to vote at meetings of Graduate Faculty and may serve on committees of the Graduate School as defined by these bylaws. Both categories may teach graduate courses and direct the research and chair committees of masters' students. Only full members may be responsible for the direction of doctoral research (associate members may assist in this) and may chair doctoral committees.

Individuals who are neither tenured nor on tenure-track appointments in Rutgers University or the University of Medicine and Dentistry of New Jersey may be nominated for adjunct membership. Adjunct members shall have voice but not vote in the affairs of the graduate programs and at meetings of the Graduate Faculty. They may serve on, but may not chair, student committees. They may serve on other program committees if asked to do so. They will not be eligible to

serve on standing committees of the Graduate School or as representative of the Graduate School to the New Brunswick Faculty Council or the University Senate. Adjunct members may be appointed by the Dean upon nomination by the faculty of a graduate program, with the approval of the faculty dean.

Section 4. Criteria for Full and Associate Membership

(a) Tenured or tenure-track members of the faculty of Rutgers University or of the University of Medicine and Dentistry of New Jersey, if on regular state-funded IDR or SBR positions, will be appointed to membership or associate membership, upon nomination by the faculty of a graduate program and the endorsement of the faculty dean. Others nominated to membership or associate membership are subject to review and approval by the relevant Area Committee and the Executive Council. Those nominated to full membership shall be established scholars or creative artists with substantial continuing research programs or creative activity whose work is disseminated through scholarly refereed journals of distinction or their equivalent. The work shall be of sufficient stature and currency to justify the responsibility of supervision of doctoral dissertations or other original work for a terminal degree. Others may be nominated to associate membership who have established some record of scholarship or creative activity.

(b) It is expected that members of graduate programs will be active scholars and will regularly participate as requested by the program with which they are affiliated, as teachers, thesis and dissertation supervisors or committee members, or in another substantive, scholarly way that the program may define. Those who are members of more than one program must participate in each. Members who are inactive in any program with which they are affiliated may, by vote of the program

faculty, be asked to withdraw. No member of the Rutgers University faculty bargaining unit may be required to withdraw except in the context of a review of all members, following the procedure described in the attached memorandum of agreement.

Section 5. Adjunct Membership

Individuals who are neither tenured nor on tenure-track appointments in Rutgers University or the University of Medicine and Dentistry of New Jersey may be nominated for adjunct membership. Adjunct members shall have voice but not vote in the affairs of the graduate programs and at meetings of the Graduate Faculty. They may serve on, but may not chair, student committees. They may serve on other program committees if asked to do so. They will not be eligible to serve on standing committees of the Graduate School or as representatives of the Graduate School to the New Brunswick Faculty Council or the University Senate. Adjunct members may be appointed by the Dean upon nomination by the faculty of a graduate program, with the approval of the faculty dean.

Section 6. 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 of The Graduate School.

Article III. Meetings of the Graduate Faculty

Section 1. The Graduate Faculty shall hold at least two regular meetings annually, one in the Fall and one in the Spring. The Dean may call additional faculty meetings as needed; the Dean must call a meeting upon petition signed by at least twenty members, or by a majority vote of the Executive Council.

Section 2. A quorum shall consist of at least sixty voting members. Voting will be by simple majority except as otherwise specified in these bylaws.

Meetings shall be conducted by Robert's Rules of Order.

Section 3. An agenda set by the 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 4. 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 5. 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 6. 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 2.81:

(a) "The Dean...shall be responsible for the effective academic and educational administration and shall promote its efficiency by every approved means."

(b) The Dean shall preside at all meetings of the Graduate Faculty and at all meetings of the Executive Council.

(c) The Dean, Vice Dean or Associate Dean shall be ex officio members of all Standing Committees of The Graduate School.

(d) The Dean shall exercise a liaison function among the department chairpersons, the school, college, and faculty Deans, the Vice President for Research, the Vice President for Academic Affairs, Directors of Graduate Programs and the Executive Council of the Graduate Faculty.

(e) The Dean shall use the resources of his or her office, the Standing Committees of the Graduate Faculty, and any other source that he or she may choose, to prepare an annual report to the Executive Council of The Graduate School and to the Graduate Faculty.

Section 2. The Executive Council of the Graduate Faculty.

(a) Membership and Selection:

The Council shall be composed of twelve full members of the Graduate Faculty, nominated and elected for three-year terms on a rotating basis, one new member being elected each year from each of the following areas: (1) Humanities, (2) Social and Behavioral Sciences, (3) Physical Sciences, Mathematical Sciences and Engineering, and (4) Biological Sciences. No member who has served one three-year term may be nominated to succeed himself/herself without an intervening election. From the election slate, the member receiving the second highest number of votes in each area shall serve as alternate for any member of the Executive Council unable to represent his/her area; the Dean shall be empowered to install the alternate as needed to fill an area vacancy.

A maximum of five additional members may be appointed by the Dean for one-year terms, to ensure a satisfactory representation of various disciplines and units of the University contributing to degree work in The Graduate School.

Two student representatives, appointed by the Dean in consultation with the Graduate Student Association, shall serve as nonvoting members for one-year terms.

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

(1) Receive and evaluate all reports from the Area Committees with regard to membership matters and make recommendations on faculty memberships to the Dean.

(2) Receive and evaluate all reports from the Area Committees on curricular matters and make appropriate recommendations to the faculty and the Dean.

(3) Review reports on programs and recommend appropriate action to the Dean.

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

(5) Consider issues and proposals for action with regard to academic planning and program development, in its capacity as Planning Committee of The Graduate School.

(6) Prepare, together with the Dean, the Agenda for faculty meetings on all routine and policy matters requiring faculty discussion and approval.

7) Take other actions, as necessary, between regular meetings of the faculty, and advise the Dean.

(c) The Executive Council shall ordinarily meet once each month of the school year; a majority of the Executive Council shall constitute a quorum. The Dean, or a member of the Council appointed by the Dean, shall preside at all meetings of the Executive Council. The Dean or his/her appointee shall cast a tie-breaking vote. The Assistant, Associate and Vice Deans shall attend meetings of the Council as ex officio members without voting privilege.

(d) Summaries of Council minutes shall be distributed to all Directors of Graduate Programs and to the unit deans.

Article V.

Standing Committees

Section 1. Area Committees

(a) There shall be four Area Committees: (1) Biological Sciences; (2) Humanities; (3) Physical and Mathematical Sciences and Engineering; (4) Social and Behavioral Sciences. Each shall consist of eight members of the Graduate Faculty, appointed by the Dean for staggered two-year terms.

(b) Each Committee will evaluate nominations for full and associate membership from Area programs and unit deans which are not automatically granted under Article II, Section 4(a), and will make its

recommendations for appointment to membership to the Executive Council

(c) Each Committee shall review new and revised courses, options, and programs, both with regard to their intrinsic merit and with regard to their relationship to other courses and programs at Rutgers. It shall make appropriate recommendations to the Executive Council with regard to such proposals for graduate instruction.

(d) Each Committee shall periodically review the programs in its area and report its conclusions to the Executive Council.

Section 2. Nominating Committee

(a) The Committee shall be composed of twelve full members of the faculty, nominated and elected for three-year terms on a rotating basis, four new members being elected each year, one from each of the four areas: (1) Humanities, (2) Social and Behavioral Sciences, (3) Physical Sciences, Mathematical Sciences and Engineering, (4) Biological Sciences.

(b) The Committee shall prepare slates of nominees, all of who have been polled on their willingness to stand for election, for the annual elections of members to the Executive Council, the Nominating Committee, the Committee of Review, the Judicial Board, and the Graduate School representatives to the University Senate and to the Faculty Council.

Members who have served a three-year term on any committee or the Senate may be nominated to succeed themselves. The Committee shall meet each academic year in February to prepare a slate of nominees which shall be mailed one month before the elections, to allow for additional

nominations by petition; each petition must be signed by at least fifteen members and have the assent of the nominee. At the election date, ballots shall be circulated by mail, and the results reported by the Committee at the annual May meeting of the faculty.

Section 3. Planning Committee

The Executive Council shall act as the Planning Committee of The Graduate School.

Section 4. Committee of Review

(a) The Committee of Review shall consist of two tenured Members of the Graduate Faculty elected by the faculty and two tenured Members appointed by the Dean. The duties of the Committee shall be, as stated in the University regulation 4.23, to counsel and advise any member of the faculty who seeks such advice with respect to any problem affecting his status as a member of the University. The Committee may also on its own initiative make suggestions as to personnel matters to the administrative officers.

(b) The Committee of Review shall also serve to hear complaints by graduate students regarding the performance of members of the graduate faculty in their roles as advisers, research supervisors and mentors.

Section 5. 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 ordinarily be elected by the membership from a slate presented by the Committee on Rules of Procedure.

Section 6. Ad Hoc Committees, when required, shall be appointed by the Dean of The Graduate School for a period of no longer than one year and shall submit written reports to the Dean and the Executive Council.

Section 7. The Dean shall appoint replacements to Standing Committees as needed between elections.

Article VI. Amendments

Section 1. These bylaws may be amended at any meeting of the Graduate Faculty, provided that written notice of the intent to amend and the text of the proposed amendment has been sent to all members at least one week prior to the meeting. Amendments may be initiated by the Dean, by a simple majority of the Executive Council, or by the written petition of fifteen voting members of the Graduate Faculty. Amendments must be approved by two-thirds of the members present and voting.

PC/C/Bylaws