

## **BY-LAWS OF THE FACULTY OF ARTS AND SCIENCES**

### **SECTION I. PURPOSE OF THE BY-LAWS**

1. As a Faculty of Arts and Sciences of Rutgers University we have five basic responsibilities. These are:

First, to formulate and implement policies designed to offer the best possible opportunities for higher education in the liberal arts and professional studies, serving a diverse full-time and part-time, day and evening student body in an urban setting. Through the time honored objectives of excellence in teaching, advisement and research, the Faculty will seek to attain:

- a. Understanding of our physical, biological, social and cultural environments,
- b. Skills necessary to examine evidence critically in order to formulate independent judgments and conclusions, and
- c. Skills and experience necessary to foster enjoyment and creativity in the liberal arts and sciences.

Second, to collaborate with other academic institutions in order to enhance the intellectual resources necessary to support undergraduate, professional and vocational programs offered by Rutgers and its sister institutions of higher education;

Third, to contribute new knowledge, understanding, skills and experience through research, scholarship and creative efforts;

Fourth, to interact with other professionals in our various disciplines through publication and meetings so as to disseminate our contributions and to learn of theirs;

Fifth, to make available to people generally our knowledge, understanding, skills and creative work so that they may be served, enriched and enlightened.

2. The basic purpose of these By-Laws is to facilitate meeting those responsibilities. These By-Laws shall not contradict University Statutes.
3. Although instructed and governed by one common Faculty of Arts and Sciences, Newark (FASN), the Newark College of Arts and Sciences (NCAS) and University College, Newark (UCN) shall remain separate colleges, each with its own mission, student body, admissions standards, distribution requirements and graduation requirements. NCAS shall continue to exist as a day college serving primarily younger, full-time students. UCN shall continue to exist as an evening college serving primarily older, part-time students.

4. It should be noted that the aforementioned responsibilities and distinct missions of the two colleges cannot be effectively carried out without each eligible member of the FASN actively participating by being available to serve at least once during a three-year period on the various committees created under these By-Laws (see below Sections VIII & IX).
5. In accordance with the goals outlined above, FASN may enter into agreements with NJIT to form close relationships between the two units, while preserving institutional identities. Such collaborative relationships may take many forms; indeed, a wide variety of informal cooperative arrangements already exist between a number of departments at the two colleges. In order to promote more fully inter-institutional collaboration in teaching, research and program development, provision is made in these By-Laws for the creation of Federated Departments to be formed out of similar disciplines at NJIT and FASN. It is envisaged that close cooperation will develop between standing committees of the faculty at the two institutions.
6. The Faculty of Arts and Sciences, other units of the Rutgers system based at Newark, and the various colleges and schools at the New Jersey Institute of Technology all have individual and distinctive missions. For FASN it is the liberal arts and sciences tradition represented in its essentials through the various academic departments. These By-Laws provide for the possibility of federation with disciplinary counterparts at NJIT, as well as permitting less formally structured collaborative or cooperative arrangements. All such combinations require the consent of the members of the department concerned, and federation further requires the agreement of a majority of the faculty at FASN at a regularly scheduled meeting. No discipline currently represented at FASN may be eliminated through federation without the consent of both the Rutgers department and two-thirds of the faculty as a whole as provided in Section V. of the By-Laws.
7.
  - (a) Course loads and support services for faculty shall be distributed equitably without regard to prior affiliation.
  - (b) Student services and support shall be available to all students on an equitable basis and in a manner attentive to their different needs and schedules.
  - (c) Every reasonable effort shall be made to insure that the allocation of faculty without each department to day and evening courses reflects that department's composition of full-time and part-time faculty and the distribution of senior and junior faculty.
  - (d) Budgetary formulae shall be applied consistently across the colleges, and where budgetary support is tied to enrollment, resource allocation to day and evening colleges shall follow on day and evening enrollment respectively.
  - (e) The Appointments and Promotions Committee shall insure that no candidates are in any way disadvantaged by virtue of their past or present affiliations with one or the other collegiate units.

## **SECTION II. MEMBERSHIP**

### ***Voting Members***

1. The voting members of the Faculty of Arts and Sciences, Newark, shall include the following: the President of the University, the Senior Vice-President for Academic Affairs; the Newark Provost; The Dean of the Faculty of Arts and Sciences, Newark; The Dean of Instruction of the two colleges; all full-time members of the Faculty of Arts and Sciences, Newark (including those on leave) holding the rank of Professor, Associate Professor, Assistant Professor; full-time Instructors who have served at least one year; Chairpersons of Federated Departments; members of research and extension staff of NCAS and UCN of equivalent rank; the Director of the Educational Opportunity Fund (EOF); the Librarian of Dana Library; and such officers of instruction and administration as the Faculty of Arts and Sciences, Newark, may designate.

### ***Non-Voting Members***

2. The non-voting members of the Faculty of Arts and Sciences, Newark shall consist of the following:
  - a) All full-time faculty members budgeted to units on the Rutgers-Newark campus other than FASN who are invited to teach in a FASN disciplinary department, during the tenure of such teaching only. Also, all full-time Lecturers and Visiting Faculty members during the tenure of their relevant department appointment with voice, but not vote, on all faculty matters; b) All library faculty on the Rutgers Newark campus other than the Director assigned to the Dana Library; c) all NJIT faculty members (other than those who are Federated Department Chairs) who are members of Federated Departments as defined in Section V. Such associate members will have the right to attend all FASN meetings with voice, but no vote.

## **SECTION III. THE DEAN OF THE COLLEGES**

1. The Dean of the Faculty of Arts and Sciences, Newark, has a primary responsibility for the governance of the colleges. University statutes charge the Dean with the administrative supervision of the colleges, leadership of the Faculty in carrying out its responsibilities, and with the advice of department chairs, the development of the budget.
2. The Dean shall be accountable to the Faculty of Arts and Sciences, Newark, and shall maintain open communication and consult with the Faculty concerning both resource allocations and long-range planning. The Dean shall also maintain open communications with individual departments regarding resource allocations and long range planning relevant to the department's mission. The Dean shall be the Faculty's advocate to the Provost, the Central Administration, and to the public at-large, and shall help resolve conflicts of interest among faculty members so that collegiality is maintained.

3. It is the responsibility of the Dean to insure that academic decisions of the Faculty are carried out and that the statutes of the University and the By-Laws of the Faculty are adhered to by all members of the College community.
4. The Dean shall be assisted by an Associate Dean of Faculty for Academic Affairs. The Associate Dean for Academic Affairs shall assist the Dean in his/her functions and act in his/her absence.
5. The Dean shall also be assisted by a Dean of Student Affairs who shall coordinate scholastic standing, scheduling registration and similar related matters, and work directly with the Department Chairs on matters relating to the instructional mission of the respective college.
6. The Dean of FASN and the Associate Dean of Academic Affairs shall each be a tenured member of one of the departments. Ordinarily, none of the Deans shall vote on departmental affairs.
7. The Dean of FASN and the Associate Dean for Academic Affairs shall each be tenured members of one of the departments. A newly appointed Dean of Instruction shall be a tenured member of one of the departments. None of the Deans shall vote on departmental affairs.

#### **SECTION IV. OFFICERS**

1. The officers of the Faculty of Arts and Sciences, Newark, shall be the Faculty Secretary, the Parliamentarian, University Senators, Representatives to campus-wide committees and the members elected to faculty committees. Nominations to each of these positions, except for the Parliamentarian and members of the Committee on Governance, By-Laws and Nominations, shall be made by the Committee on Governance, By-Laws and Nominations and additional nominations may be made from the floor of a Faculty meeting. Where positions are contested, election shall be by mail, secret ballot. In the case of ties, run-offs shall be held; the case of a tie in the run-off, the deciding ballot shall be cast by the Dean. The results of all faculty votes, including numerical totals, shall be promptly reported to the faculty, either directly at the meeting wherein the vote is taken or promptly to the departments for distribution.
2. The Faculty Secretary shall be elected by the faculty for a term of two years. The Faculty Secretary shall not normally be re-elected to an immediately succeeding term. The Faculty Secretary shall see that accurate minutes of Faculty meetings are kept and distributed to the members, shall supervise elections of faculty officers and shall serve ex officio on the Committee on Governance, By-Laws and Nominations. The Faculty Secretary shall keep the By-Laws updated and insure their distribution to the Faculty.
3. The Parliamentarian shall be appointed by the Dean for a term of one year, subject to reappointment by the Dean. The Parliamentarian shall advise the Faculty and the Dean on parliamentary procedures. Matters of substance concerning procedure shall be referred to

the Committee on Governance, By-Laws and Nominations, on which Committee the Parliamentarian shall sit, ex officio.

4. University Senators shall be elected by the Faculty to serve three-year terms, staggered so that one-third of their number are elected each year. Their number and their duties shall be determined according to University Statutes. The Senators shall designate one of their number to report to the Faculty at each Faculty meeting.
5. If, as strongly urged by this Faculty, the Provost should establish campus-wide assemblies or committees, they shall be chosen in the manner of other elected Faculty officers.

## **SECTION V. DEPARTMENTS**

1. Each member of the faculty shall be assigned through normal departmental personnel procedures to a department consisting of members in the same or corresponding FASN academic disciplines. FASN departments will have the right to form Federated Departments with NET faculty in corresponding disciplines in accordance with procedures detailed below. When a faculty member's responsibilities fall in the domains of more than one department, whether at FASN or NJIT, his or her Dean shall designate one of them as the primary department where all personnel actions, scheduling, administrative support, etc., will be undertaken. A faculty member shall vote in his or her primary department.
2. FASN undergraduate academic departments and programs may offer courses to students of NJIT. Similarly, students from UCN and NCAS may register for courses at NJIT with departmental approval, where necessary.
3. Recommendations for the establishment, elimination, or combination of departments within FASN may be made only after open hearings by the FASN Planning and Budget Committee and after subsequent approval by a two-thirds vote of the voting members of the faculty. Should a department present evidence to the FASN Planning and Budget Committee that indicates inability to carry out its mission as specified in these By-laws, owing to inadequate resource allocation, the Committee may meet with the Dean to discuss the department's concerns. Following these discussions with the Dean and by majority vote, the Committee may conduct open hearings on these concerns. Any proposals for establishment, elimination, or combination of departments within FASN shall be forwarded to the Board of Governors in accordance with University regulations.
4. (a) The appellation "Federated Department" recognizes that each federated department has been created out of two separate departments or divisions, one at NJIT and one at FASN-Rutgers. The procedures for formation of the federated department will be as follows. Whenever a majority of members of a FASN department and a majority of members in the same discipline at NET agree to a federation, the chair of the FASN department will bring such a proposal for federation to the FASN. A recommendation for the establishment of a Federated Department shall be made to the Dean only after

- it is approved by a simple majority vote at a plenary session of the FASN. Such recommendation shall take effect after it is approved by the appropriate constitutional authorities at Rutgers University and NJIT.
- (b) Federated Departments will review the issue of federation every three years. If, during such a review, either a majority of members of any one unit of a Federated Department, or a 2/3 majority of the full membership of a Federated Department, vote in favor of dissolution such a Federated Department will be considered as dissolved at the end of that academic year. Furthermore, if the Chairperson of a Federated Department which has voted to dissolve itself is a member of the NJIT faculty, a new election for a Chairperson will be held for the FASN Department.
5. The Dean shall appoint in each FASN and Federated Department a member to the Department Chair. The Chairperson of the Federated Department can be either a member of FASN or NJIT. In the case of Federated Departments, the appointment becomes effective as soon as the Deans of both institutions have agreed to the appointment. Normally, that member shall be tenured at the rank of associate professor or professor. The term shall be determined by vote of the department, but shall not be for more than three years. No individual shall serve more than six successive years, unless two-thirds of the eligible voting members of the department vote to waive this rule.
  6. When a Department Chair is to become vacant, the department must nominate to the Dean a candidate for the position in accordance with the following procedure. In the case of FASN departments, the Faculty Secretary shall circulate to all voting members of the faculty who are assigned to the department as their primary department a ballot and a slate of candidates. In the case of Federated Departments, the FASN and NJIT Deans will jointly appoint the Faculty Secretary from one institution or the other to carry out these responsibilities. When there is at least a total of three associate professors and professors in a department, the slate shall include all of them who are eligible for nomination. When there is less than a total of three associate professor and professors, the slate shall include the assistant professors as well. In the case of Federated Departments, the chairperson ordinarily should be at the rank of a tenured associate professor or above. Prior to the balloting, those who do not wish to serve must be given an opportunity to indicate that fact on the ballot. The ballot shall be marked in secret and returned to the Faculty Secretary, who shall, in turn, make the results of the voting, with the number of votes cast for each candidate, known to the Dean and to the members of the department. Nomination shall be by simple majority. If no candidate receives a majority, a run-off shall be held between the two individuals with the highest number of votes. If there is a tie in the run-off, a re-balloting shall be held. If this ends in a tie, selection shall be made by the Dean.
  7. If the Dean rejects the nominee of the department, he or she shall meet with the voting members of the department as a group to make the reasons known. If agreement is not reached at that meeting, the FASN department may appeal to the FASN Committee on Review for a final recommendation to be made by the Dean. In the case of Federated Departments, a joint FASN/NJIT Committee on Review comprised of two tenured

members from each institution will be empanelled to provide a final recommendation to the FASN and NJIT Deans. For FASN, the two elected members (or the elected alternates) of the FASN Committee on Review will serve as the members of the joint FASN/NJIT Committee on Review.

8. The Dean shall make the person chosen for the Department Chair known no later than February 15th of the year he or she is to take office on July 1. Normally, persons who serve in the Department Chair should receive a calendar year appointment for the duration of their term in office and should carry a diminished teaching load.
9. Under extraordinary circumstances, the Dean may appoint a faculty member to occupy the Department Chair in an acting capacity for a period of not more than one academic year.
10. The occupant of the Department Chair of an FASN or Federated Department is the chief administrative officer of the department, charged with the task of supervising the daily activity of the department in accordance with University Statutes. His or her primary duties are to insure that adequate personnel and facilities are available for effective instruction and research in the disciplines represented by the department, and to provide effective leadership for planning, growth and improvement of the department. In conjunction with the members of the department, he or she shall recruit and orient new members, evaluate the members, curricula and programs of the department, see that students are properly advised and evaluated, develop the budget and allocate the resources of the department, and assign department members to their teaching and other tasks. Courses will be assigned to teachers after consultation with the department members involved. He or she shall also see that the department makes as effective as possible a contribution to graduate and professional educational programs appropriate to its disciplines, as well as to correlative undergraduate programs within the colleges. The occupant of the Department Chair is accountable to the members of the department, to the Dean and to the Faculty at-large.
11. Members of the department normally should bring all matters of departmental concern to the attention of the occupant of the Department Chair before approaching any dean, provost or higher administrative authorities.
12. Each department shall promulgate its own By-Laws, which in no instance may contradict the By-Laws of this Faculty or the Statutes of Rutgers University. In the case of Federated Departments, such By-Laws may not contradict the By-Laws of FASN or the Statutes of Rutgers University or NJIT.
13. Both in the case of FASN departments as well as Federated Departments only tenured members of FASN in each department shall constitute the Department's Personnel Committee. Members of equal and higher rank than that proposed for a candidate for appointment, reappointment or promotion shall, after full and adequate discussion, evaluate the candidate and forward that evaluation to the Dean before personnel action is taken by the College and the University. When there are fewer than six tenured faculty

members at or above the proposed rank of a candidate for promotion or reappointment, the Dean shall be guided by the appropriate University Statutes. In FASN Departments with fewer than six faculty members eligible for the Department Personnel Committee, the full-time tenured faculty in that department shall nominate to the Dean faculty members from other departments to augment the personnel committee. If the Dean does not accept the department's nomination, he/she shall provide a written rationale to the department for his/her rejection of its nominees. In the case of reappointment and promotion, departmental evaluations shall include evaluations by students of the candidate's teaching effectiveness.

In the case of Federated Departments, the responsibility for preparing and administering appointment, reappointment and promotion packages will be in the hands of the current chair whether he or she be a faculty member in FASN or NJIT. In accordance with University procedures, tenured members of FASN at or above the rank for which appointment, reappointment, tenure or promotion is being considered will evaluate the candidate and vote; tenured members of NJIT at appropriate rank will participate in the evaluation of such a candidate but record the evaluation in the form of a memorandum which will accompany the packet. Faculty members who are tenure track at the inception of the Federated Department shall have the choice at the time of tenure evaluation of being considered only by the faculty members who would have evaluated him or her if federation had not occurred. If the faculty member chooses the latter method and the chairperson is not a tenured member of her or his home institution, the Dean shall select one of the tenured members of the home institution to act as chair.

The departmental narrative accompanying each reappointment and promotion packet shall be made available to all voting members of the Personnel Committee. A minority report may be submitted. In the case of new appointments, reappointments and promotions, all department members shall have the right to express their views to the Personnel Committee.

14. Each department shall make provision in its By-Laws for a student-faculty committee which will address itself to the resolution of conflicts that may arise between students and faculty members, and also work to facilitate communication outside the classroom between students and faculty members. In the case of Federated Departments, this may require that students from both institutions be represented on such Committees.
15. Each department shall hold at least two meetings per year for which minutes shall be kept and made available to all members.

## **SECTION VI. COUNCIL OF CHAIRPERSONS**

1. There shall be established a Council of Chairpersons, composed of all current FASN and Federated Department chairpersons. It shall meet at regular intervals to discuss all administrative and academic questions of concern to NCAS and UCN and to facilitate communication between the Dean and NCAS, UCN and NJIT, when appropriate.

## **SECTION VII. COUNCILS**

1. The Dean shall appoint Councils of the faculty to be responsible for the academic programs that transcend the responsibilities of any one department.
2. A Faculty Council shall have at least five members from at least two departments, with the Dean or his or her representative serving ex officio, with voice by no vote. A Council may be proposed either at the initiative of the Dean or by petition of faculty members. In the event that the Dean opposes such a petition, the matter shall be decided by majority vote of the Faculty at the first faculty meeting held after the issue is raised.
3. The Council shall establish its own procedures within the general practices of the colleges and the University, and shall determine its own membership. Each Council shall report its activities in writing to the Faculty at least once each year. A Council may be dissolved by action of its own members or by the Dean, subject to Faculty review.

## **SECTION VIII. FASN STANDING COMMITTEES**

1. Ad Hoc Committees may be formed for specific purposes at the initiative of the Dean or by mandate of the faculty. Members may be either appointed or elected to serve until the specific purpose of the Ad Hoc Committee has been achieved, at which time the Committee shall be dissolved. Each Ad Hoc Committee shall report its activities in writing to the Faculty at least once each year.
2. The Standing Committees of the Faculty of Arts and Sciences, Newark are: Affirmative Action; Appointments and Promotions; Courses of Study; Governance, By-Laws and Nominations; Library; Planning and Budget; Review; and Teaching Effectiveness. Terms of members of Standing Committees shall begin on the first day of classes in the fall and end on the day their replacements take office. Except where noted, ex officio members of the Standing Committees shall have voice but no vote. All voting members of the Faculty who have regular academic appointments are eligible to be elected or appointed to Standing Committees, except that a member may not be elected or appointed to the committee on which he or she serves ex officio. Each Standing Committee shall report its activities in writing to the faculty at least once each year.
3. The person who chaired each Standing Committee during the previous year shall convene the Committee for its first meeting of the fall semester. Should that person be unavailable, the Dean or his or her representative shall convene the Committee for the first meeting. At the first meeting, the Committee shall choose one of the members to serve in the chair for the year, and shall choose another of its members to act as Recorder. Each Standing Committee shall establish its own procedures within the general practices of the colleges and the University. When a new Committee is formed with staggering terms of membership, the length of the initial term shall be determined by lot.
4. In any Committee for which student members are mandated, the respective student governing bodies shall appoint student representatives. If after eight weeks, following the

beginning of the fall semester, there are any student representatives not yet selected, then the appropriate Dean of Students, in due consultation with the corresponding student governing body, shall make the appointments.

### **SECTION VIII-A. APPOINTMENTS AND PROMOTIONS COMMITTEE**

There shall be Appointments and Promotions Committees advisory to the Dean of the Faculty of Arts and Sciences and their membership shall be drawn from a pool of fifteen tenured members, five from each of the three divisions of the Faculty. Within each division three of the five members must be full Professors. For purposes of these By-Laws these divisions are defined as follows:

#### **\*Humanities and the Arts**

Classical & Modern Lang. & Lit.  
English  
History  
Visual & Performing Arts  
Philosophy

#### **\*Sciences and Mathematics**

Biological Sciences  
Chemistry  
Math & Computer Sciences  
Physics  
Geology

#### **\*Social Sciences Arts**

Economics  
Political Science  
Social Work  
Sociology & Anthropology  
Psychology

*\*Eligible tenured members of the departments of Urban Education, Afro-American Studies and Psychology shall be distributed among these three divisions of the Appointments and Promotions Committee pool in accordance with their scholarly credentials. Cases for reappointment, promotion, and tenure of faculty from the Urban Education, Afro-American Studies and Psychology Departments and candidates from other departments deemed appropriate by the Dean would go to an Appointments and Promotions Committee appropriate to the scholarly background of the candidate being considered.*

The Dean has the power of appointment, but shall consider the faculty's recommendations for seven of the fifteen members. The FASN shall recommend to the Dean its nominees for appointment to the Committee by regular election from a slate of candidates drawn by the FASN Committee on Governance, By-Laws and Nominations.

When a candidate comes up for evaluation, the Dean shall appoint from the above pool of fifteen members a Committee consisting of four members; at least two of whom shall be drawn from the candidate's division.

Individual members of the Committee are excluded from serving on cases involving a candidate from the member's department, or whenever the member believes he or she has a conflict of interest with regard to the candidate. Members shall also step down when the rank sought by the candidate shall make this necessary.

The term of appointment for members shall be one year. No member of the Appointments and Promotions Committee shall serve more than two consecutive years. So far as possible, the Dean shall minimize any redundancy of membership within one department.

It shall be the duty of the Committee independently to review recommendations for appointment, reappointment and promotion of faculty members. Each Committee shall appraise the evaluations of the candidate's professional competence in accordance with established University

procedures. Should a Committee reach conclusions substantially different from departmental recommendations concerning professional competence, it shall specify the reasons for its disagreement.

The candidate shall have the right to raise questions of conflict of interest with regard to any member of a Committee. The Dean shall take such representation into consideration in deciding the composition of that particular Committee.

In addition to reviewing cases, the Committee may make recommendations about personnel policies to departments, to the Dean and to the Faculty.

#### **SECTION VIII-B. COMMITTEE ON AFFIRMATIVE ACTION, AND COMMITTEE ON REVIEW**

1. Membership shall consist of two tenured members and two tenured alternates elected by the FASN members, and two tenured members and two tenured alternates appointed by the Dean after the results of the faculty elections are known. Terms are for one year. No two of the four regular or four alternate members shall be from a single department.
2. The Committee may hear and attempt to settle disputes either among faculty members or between faculty members and the administration which do not fall under the terms of the current Collective Bargaining Agreement. The committee shall be advisory to the Dean of the Faculty and shall report its findings to the appropriate administrative officers, chairpersons of involved departments, and to the Faculty. In addition to reviewing individual cases, the Committee may, on its own initiative, make recommendations on policy matters to the Deans, Departments and to the Faculty.
3. The Committee on Review shall be organized to review any conflicts or problems in personnel assignment, curriculum, administrative structure and distribution of academic resources.
4. The Committee shall advise the Dean, the Affirmative Action Officer, the occupants of Department Chairs, and the Faculty regarding hiring policies and practices, and, when necessary and in consultation with the College's Affirmative Action Officer, review the statistics regarding rank, salary, promotion, reappointment and tenure and other personnel factors to assure that the colleges meet their affirmative action goals without discrimination on the basis of age, sex, sexual orientation, physical handicap, race, color, creed, national origin, or marital status. The Committee shall have the obligation to respect the confidentiality of individual personnel information under its review and shall issue periodically reports to the faculty.

**SECTION VIII-C. COMMITTEE ON GOVERNANCE, BY-LAWS & NOMINATIONS**

1. Membership shall consist of the Faculty Secretary and Parliamentarian, both ex officio, and five tenured faculty members elected by the FASN members for three-year terms, staggered so that at least one-fourth of the members are elected each year.
2. The Committee shall maintain a review of the governance of the FASN and the colleges and shall make recommendations to the Faculty for its improvement. The Committee may initiate and shall review proposed amendments to these By-Laws and report to the Faculty for final action. Questions of rules of procedure shall be referred to this Committee for ruling.
3. It shall be the duty of the Committee on Governance, By-Laws and Nominations to review and/or update these By-Laws at two-year intervals. All changes must be approved by the FASN.
4. Further, the Committee shall prepare slates of nominees for elections to all of the FASN standing committees and the NCAS college committees except itself. It shall nominate candidates for the post of Faculty Secretary, University Senators, representatives to campus-wide committees, and replacements for various elected posts, while the duly elected members are on leave or otherwise unable to serve.
5. In carrying out its duties pertaining to nominations, the Committee shall insure that all elements of the faculty are represented in the various committees and posts, including the University Senate. It shall prevent unfair burdens from falling on a few active faculty members. To this end, once a faculty member has completed a three-year term on a given committee, he or she shall not normally be renominated or reappointed to the same committee during the next year.

**SECTION VIII-D. COMMITTEE ON PLANNING AND BUDGET**

1. Membership shall consist of two students chosen by the respective student governments, the Dean or his or her representative ex officio, and six faculty members elected by the FASN members for three year terms, staggered so that one-third of their number are elected each year. Of this number, at least one student shall be from UCN.
2. The Planning and Budget Committee shall concern itself with long-range planning for the FASN, with special attention to the separate missions of the two colleges. The Committee shall work with the Dean as internal resources are requested, allocated, and re-allocated, so that the annual budget reflects the long-term goals of the colleges.

**SECTION VIII-E. COURSES OF STUDY COMMITTEE**

1. Membership shall consist of two students chosen by the respective student governments, the Dean or his or her representative ex officio, and nine faculty members elected by the FASN members to three-year terms. One student member shall be from UCN. Of the nine

faculty members, three shall be from the Humanities, three from the Natural Sciences, and three from the Social Sciences. Terms of the faculty members shall be staggered so that one-third of their number are elected each year. No two faculty members shall be from the same department.

2. The Committee shall maintain a continuing review of all instructional programs and recommend to the Dean and the faculty ways of improving curricular quality and effectiveness, examine and make recommendations to the faculty concerning all proposed additions, deletions or major changes in courses, and initiate, examine and make recommendations to the Faculty concerning the establishment of new programs and the termination of old ones. Proposals for program change may also be initiated by faculty members other than those serving on this Committee.

#### **SECTION VIII-F. LIBRARY AND COMPUTER COMMITTEE**

1. Membership shall consist of the Director of Dana Library and a representative from the Provost's office in the area of information technology, ex officio, six faculty members elected by FASN for three year terms staggered so that one third of their numbers are elected each year, and two students chosen by appropriate student governments. At least one student shall be from UC-N.
2. The Committee shall consult with the Dana Library Director in areas such as: development of collections in accordance with campus needs, maintenance and improvement of services; and it shall serve as liaison between the Library and the Faculty of Arts and Sciences, and the dissemination of information to the University community.
3. The Committee shall also advise the faculty on all matters concerning computers and their use on campus. It will encourage and assist faculty members and FASN departments in the use and integration of computers in all aspects of teaching and research. It will represent the FASN to RUCS and other components of the University in all matters pertaining to computers and their use on the Newark campus.

#### **SECTION VIII-G. TEACHING EFFECTIVENESS COMMITTEE**

1. Membership shall consist of three faculty members, representing each of the three major divisions of the faculty, elected to a three year-term; two student representatives of at least sophomore standing, elected to a three-year terms, one by the appropriate NCAS and the other by appropriate UCN student body; and a representative of the Newark Teaching Excellence Center, ex-officio.
2. The Committee is responsible for promoting teaching excellence and facilitating the development and implementation of credible measures for the evaluation of teaching. It serves as an advocate for the faculty member in his or her function as teacher, and at the same time, oversees the teacher's responsibility to the students. The committee shall also act as a liaison between the faculty and the Newark Teaching Excellence center.

## **SECTION IX. STANDING COMMITTEES OF THE COLLEGES**

### **Section IX-A. Student Affairs, Admissions, and Financial Aid Committee**

1. Membership shall consist of the Dean of the Student Affairs or his/her representative, ex officio; six faculty members elected by the FASN to serve three-year terms staggered so that one-third of the membership is elected each year; three students (two chosen by the NCAS Student Government Association and one chosen by the UC-N Student Governing Association). In addition, the committee may, at its discretion, appoint other administrative officers concerned with student life issues being discussed by the committee to serve as ex officio members. The committee may also create subcommittees to deal with specific issues.
2. The Committee shall review, when necessary, criteria for admission to both NCAS and UC-N, in accordance with the mission and goals of each college.
3. The Committee shall concern itself with the quality of student life which include extra-curricular activities and the quality of life on campus.
4. The Committee shall, in consultation with appropriate student bodies, also recommend to the Faculty standards and regulations for student conduct and discipline, including appeal procedures, as they relate to non-separable offenses covered by the College Code of Student Conduct. The Committee shall insure that cases which may result in disciplinary penalties are handled with due process and that the rights of students accused of infractions are protected.

### **Section IX-B. Scholastic Standing Committee**

1. Membership shall consist of the Dean of Student Affairs or his or her representative ex officio, seven faculty members elected by the FASN to serve three year terms, staggered so that one-third of their membership is elected each year, and two students (one chosen by the NCAS Student Governing Association and one by the UCN Student Governing Association) to serve two year terms.
2. The duties of the Committee are to recommend for both NCAS and UCN criteria for academic honors and scholarships, academic probation and academic dismissal. The Committee shall establish and administer appeals procedures for the colleges. However, student members of the Committee shall not participate in the evaluation of appeals by individual students. The Committee shall act as appeals board to review administrative decisions on student academic grievances.

## **SECTION X. FACULTY MEETINGS**

1. There shall be at least two Faculty meetings each semester of the academic year. Meetings may be called by the President, the Provost or the Dean, or by written petition

of at least twenty-five voting members of the faculty. A quorum shall consist of thirty percent of the voting members of the Faculty on duty during the semester. The Dean shall normally preside at Faculty meetings, unless the President or Provost are present and presiding. When necessary, the Dean may designate a member of the Faculty to preside.

2. The order of business at a Faculty meeting shall be: approval of the minutes of the previous meeting, announcements, the report of the Dean, reports of faculty councils, reports of faculty members serving in the Senate and in other University or campus-wide organizations, old business and new business.
3. The procedures of Robert Rules of Order shall be followed, and all decisions shall normally be by majority vote of the voting members present. Meetings shall be open to students, to members of the public, and to the press, provided that order is maintained.
4. The agenda for a Faculty meeting shall be prepared by the Dean and circulated to all voting members of the faculty at least seven calendar days before the meeting. The agenda shall include an outline of the business to be considered and a sequence of the presentation of such business. All resolutions, report and motions that commit the Faculty to any policy questions shall be distributed to the voting members of the faculty at least seven calendar days before the meeting. Substitute resolutions shall be distributed to the voting members seven calendar days before resolutions may be offered from the floor, as may amendments to amendments. Any of these rules may be suspended by a vote of two-thirds of the voting members present.

#### **CHANGES IN THESE BY-LAWS**

1. Proposed changes in these By-Laws must be presented to the Committee on Governance, By-Laws and Nominations before the Faculty meeting in which the changes are considered. The Committee shall report in writing its recommendations concerning the proposed changes to the voting members of the Faculty at least seven calendar days before the Faculty meeting. Amendments to the proposed changes, and amendments to the amendments to the amendments to the proposed changes may be raised from the floor of the Faculty meeting. Decisions shall be made by a majority of the voting members present.

April 1995

Approved by FASN

Amended 10/22/86

Amended 03/11/87

Amended 05/01/89; 05/03/89

Amended 03/05/90

Amended 04/20/92

Amended 04/19/93

Amended 04/18/94

Amended 04/12/96

Amended 11/30/98

Amended 03/22/00

Amended 03/12/03

Amended 11/2/05