

**The Motion for
Procedure to Change or to Amend NJIT Faculty Handbook
as an Amendment to the Faculty Handbook
was approved by NJIT Faculty on Feb 16, 2011**

5. Procedure to Change or to Amend the Faculty Handbook

5.1 Voting Procedure

The faculty will complete voting on a proposed change or amendment to the Faculty Handbook introduced and discussed by the Faculty at a Faculty Meeting. The method of voting will be by mail ballot or by electronic voting sent out by the Faculty Council within 30 days of its introduction at a Faculty Meeting. The proposed change or amendment shall be considered approved if 50% of those voting are in favor of the proposed change or amendment and secondly, it is required that at least 20% of the eligible faculty cast a vote on the change or amendment.

5.2 Board of Trustees Approval

Any change or amendment approved by the Faculty must be approved by the Board of Trustees before incorporation into the Faculty Handbook and implementation.