Faculty Meeting Minutes

February 16, 2011

I. Convening of the Meeting

Professor Ali Akansu

The meeting was convened at 2:40 pm

II. Approval of the Minutes

The minutes of December 8, 2010 were approved by a voice vote.

III. Faculty Council

Professor Ali Akansu

Professor Akansu spoke about the activities of the Faculty Council and the need for faculty to play an active role in the proceedings.

IV. Motion for Procedures to Change or Amend Faculty Handbook

Professor Priscilla Nelson

After a lengthy discussion with two friendly amendments passed, the motion was approved by a majority vote. The final wording is as follows:

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.

V. Motion to Change Section 2.3.2 – The Department Committee on Promotion and Tenure and Role of the Deans of the Faculty Handbook

Professor Richard Sher

Professor Sher proposed the changes and the justification for the changes. The motion was discussed and will be presented to the voting faculty by a mail ballot.

After receiving the supporting material from the Department Promotion and Tenure Committee, the Dean makes an evaluation in writing, which is included in the candidate’s dossier. The Dean then submits the dossier to the University P&T Committee and sends a copy of his/her evaluation to the Chair of the candidate’s Department Committee, for distribution to the entire committee.
VI. Motion to Change Section 2.4 – Department Chair

Appointment Procedures of the Faculty Handbook - Professor Maurie Cohen

2x.5.2 SELECTION AND APPOINTMENT OF DEPARTMENT CHAIRPERSONS

2x.5.2.1 Principle of Chair Selection

Department Chairpersons are nominated by their Departments and appointed by the Dean, of the College with the approval of the Provost.

2x.5.2.2 Term of Department Chairpersons

The term of a Department Chairperson is three years and may be renewed through the procedures described in 2x.5.2.5.1.4.

2x.5.2.3 Eligibility to Serve as Department Chairperson

All tenured Faculty in a Department at or above the rank of Associate Professor are eligible to serve as Department Chairperson.

2x.5.2.4 Eligibility to Participate in the Chair Selection Process

All faculty (as defined in Section 2x.2.1) in a Department are eligible to vote, exclusive of Department Faculty who hold administrative appointments at the level of Associate Dean or above. Faculty with joint appointments are only able to vote in the Chair Selection Process in his/her primary Department.

2x.5.2.5 Procedures for Selecting a Department Chairperson

2x.5.2.5.1 Standard Procedure

The Standard Procedure is used unless the Alternate Procedure (as outlined in Section 2x.5.2.5.2) has been authorized by the Dean of the College, in consultation with the Department.

2x.5.2.5.1.1 Preparation of the List of Eligible Candidates

When the position of Department Chairperson is about to become vacant—either because the term of the current Chairperson is expiring or because the current Chairperson is unable to complete his/her term—the Dean of the College notifies the Provost, who selects an Elections Coordinator (EC) to oversee the process. The EC circulates to all eligible voting Faculty in the Department a list of all Faculty who are eligible to serve as department Chairperson. Eligible Faculty who do not wish to be considered as Department Chairperson notify the EC, who removes their names from the list of candidates.
If a department wishes to select its Chairpersons by means of rotations, this objective can be achieved by consensus among eligible candidates at this stage in the process (i.e., if all eligible faculty members remove their names from the list of candidates except the person whose turn it is to serve as Department Chairperson) as determined by Department by-laws.

2x.5.2.5.1.2 Selection of the Nominee by the Department

Within two weeks of notification by the Dean, the EC distributes the final list of candidates to all Faculty in the Department who are eligible to vote. The EC supervises a general election by secret ballot.

The candidate who receives a majority of the eligible votes is declared the Department’s nominee for Chairperson, and the EC forwards his/her name to the Dean of the College for approval. If the voting ends in a tie, both names are submitted to the Dean who makes the final decision between the two candidates.

If, in the case of three or more candidates, no candidate wins a majority of the eligible votes cast, the EC promptly conducts a run-off election between the two candidates with the highest number of eligible votes.

2x.5.2.1.3 Appointment by the Dean

The Dean receives the nominee(s) of the Department and, with the approval of the Provost, appoints the new nominee as the chair or, in the case of a tie, one of the two nominees. If the Dean chooses not to appoint the department’s nominee, the case is remanded to the Provost.

2x.5.2.5.1.4 Reelection of a Current Department Chairperson

Within two months of the expiration of his/her term, a Department Chairperson who seeks reappointment conveys this intention to the Dean, who, if in favor of reappointment, notifies the Provost and an EC is selected. The EC circulates a ballot to all eligible voting faculty in the Department. Reelection to a second term requires a 50% majority, while reelection to a third or subsequent consecutive term requires a 2/3 majority of the voting members in the Department. If the current Department Chairperson achieves this result, the EC forwards his/her name to the Dean for approval. If the current Department Chairperson is not reappointed, either by failing to secure the required majority of the voting members in the Department or because reappointment is not made by the Dean, a general election is conducted in accordance with the procedures outlined in 2x.5.2.5.1.1-2x.5.2.5.1.3. The current Department Chairperson is not eligible to stand in the general election.

2x.5.2.5.1.5 Department Failure to Nominate a Candidate

If a Department fails to nominate a candidate through the procedures outlined in Section 2x.5.2.5.1.1-2x.5.2.5.1.4, the Dean appoints a Chairperson, with the approval of the Provost.
2x.5.2.5.2 Alternate Procedure

The Alternate Procedure is only used when the Dean, in consultation with the Department, has authorized a search for a new Department Chairperson. In such searches, both internal and external candidates are eligible to apply. Except where noted below, such searches follow the guidelines for faculty searches set down in Section 2x5.1.

2x.5.2.5.2.1 Formation of a Search Committee

The Department elects a search committee, normally consisting of five faculty members. Faculty from other Departments and representatives from other stakeholder groups may be included, in the Search Committee, but the Search Committee should include at least one faculty member from the Department at the ranks of Assistant Professor, Associate Professor, and Professor/Distinguished Professor unless the size of the Department precludes doing so. The Dean makes up to two additional appointments to the committee.

2x.5.2.5.2.2 The Search Process

2x.5.2.5.2.2.1 Identification of Candidates

The Dean of the College charges the Search Committee and provides a budget for advertising and for bringing finalist candidates to the campus. Finalist candidates meet with the Search Committee; the current Department Chairperson or Interim Chairperson; the Department Promotion and Tenure Committee (DPTC); directors and coordinators of the Department’s programs; other Department Faculty; the Dean of the College; and, if possible the Provost.

2x.5.2.5.2.2.2 Recommendation of Candidates

After the finalist candidates have visited the campus, the Search Committee must ascertain from the DPTC that candidates from outside the university qualify to be recommended for tenure upon appointment at the rank of Associate Professor or above. The Search Committee then makes its recommendations to the current Department Chairperson or Interim Chairperson, who convenes a Department meeting. The Department receives the Search Committee’s recommendation(s) and, after thorough consideration, determines the acceptable candidates(s) for the appointment. The current Department Chairperson or Interim Chairperson conveys the Department’s decision to the Dean. If any of the recommended candidates are from outside the university, the Department Chairperson or Interim Chairperson also sends the Dean a recommendation from the DPTC to make a hire at the appropriate faculty rank (Associate Professor or higher), with Tenure in accordance with section 2x.5.1.3.

2x.5.2.5.2.3 Appointment of the Chairperson

With the approval of the Provost, the Dean of the College selects the successful candidate from the Department’s list of nominees. If the successful candidate is already a member of the Faculty of NJIT, the Provost issues an appointment letter to the Chair position. If the successful candidate is from outside NJIT, the Provost issues an appointment letter both the Faculty and to
the Chair position. An appointment to the Faculty is made under the same terms as other Faculty appointments (see Section 2x.5.1). Appointment to the Chair position includes the condition of appointment to a three-year, renewable term as Department Chairperson.

2x.5.2.6 Interim Department Chairpersons

When the position of Department Chairperson becomes vacant, either for a fixed period of time (e.g., due to illness or a sabbatical leave) or indefinitely (e.g., due to resignation or long-term disability), the Dean of the College, in consultation with the Department appoints an Acting or Interim Chairperson respectively. The Acting Chairperson serves until the Chairperson reassumes the post. The Interim Chairperson serves until appointment of a new Department Chairperson, but for no longer than one year. Both Interim and Acting Chairpersons perform all the duties of the office, including chairing the DPTC. If unforeseeable circumstances require the extension of an Interim Chairperson’s term of office, the Dean, in consultation with the Department and with the approval of the Provost, may renew the appointment for up to one additional year from the date of original appointment as Interim Chairperson.

2x.5.2.7 Implementation

Each Department, in consultation with the Dean, will implement the provisions contained in Section 2x.5.2 within three years of the date of its approval by the Board of Trustees.

VII. Adjournment

The meeting was adjourned at 4:45 pm

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Dr. Harold Deutschman