CONSTITUTION OF THE FACULTY SENATE

New Jersey Institute of Technology
Revised September 30, 2013
Approved February 6, 2014

1. **MISSION OF THE FACULTY SENATE**

   The Faculty Senate shall be responsible for conducting business relating to faculty and academic matters. The Faculty Senate shall have the authority to recommend policies and procedures; issue appropriate approvals; collaborate, consult, and communicate with other university stakeholder groups and their members, as well as the administration; draw upon the services of all members of the university community; collect and disseminate information; and initiate and pursue inquiries unrelated to individual students or employees, in regard to any and all faculty and academic matters.

2. **SHARED GOVERNANCE: INTRODUCTION AND DEFINITIONS**

   2.1 Introduction

   The establishment of a Faculty Senate is part of a comprehensive system of shared governance articulated in a document titled *Policy on Shared Governance*. As stated in that document, shared governance entails a commitment by NJIT's stakeholder groups—faculty, instructional staff, administrators, staff, undergraduate and graduate students, alumni, and the senior staff—to work together for the betterment of the university according to eleven general principles: inclusiveness, mutual trust, participatory decision-making, attainment of the common good, communication, transparency and openness, efficiency, flexibility, innovation, collegiality/civility, and accountability. It also entails a new governance structure and organization, consisting of two senates: a University Senate, which represents all stakeholder groups (faculty, instructional staff, administrators, staff, undergraduate and graduate students, alumni, and senior staff), and a Faculty Senate, which represents the faculty.

   2.2 Definitions of the Stakeholder Groups

   2.2.1 Faculty

   "The Faculty consists of all full-time positions with the tenure-track ranks of Assistant Professor, Associate Professor, Professor, and Distinguished Professor." (NJIT Faculty Handbook, Section 2.2.1) The will of the faculty shall be expressed through faculty meetings as well as through the representative body of the faculty, the Faculty Senate, as defined in this constitution and in the Faculty Senate Bylaws.

   2.2.2 Lecturers and Educators Congress

   The Lecturers and Educators Congress is the representative body of designated categories of instructional staff (as defined in the Faculty Handbook) and others whom the LEC Constitution identifies as members, including lecturers, adjunct instructors, research professors, post-doctoral scholars/fellows, and professional librarians with teaching responsibilities.

   2.2.3 Administrators Council

   The Administrators Council represents members of the university work force at or above the level of director but below the level of vice president.

   2.2.4 Staff Council

The Staff Council represents members of the university work force below the level of director.

2.2.5 Student Senate

The Student Senate represents the full-time and part-time undergraduate students in the university.

2.2.6 Graduate Student Association

The Graduate Student Association represents the interests of all graduate students in the university.

2.2.7 Alumni Association

The Alumni Association acts as an umbrella group for all of NJIT's alumni organizations and programs.

2.2.8 Senior Staff

The Senior Staff consists of the Provost, the Vice President for University Advancement, the Senior Vice President for Research and Development, the Vice President for Academic Support and Student Affairs, the Senior Vice President for Administration and Treasurer, the Vice President for Human Resources, the Chief of Staff, the Academic Deans (i.e., the deans of the university's degree-granting colleges and schools), and the University's General Counsel.

2.3 Definition of "Academic Unit"

In shared governance documents, the term "Academic Unit" refers to academic departments, colleges, and schools that maintain their own faculties and their own Promotion and Tenure Committees. At the time of ratification, there are sixteen academic units in the university: the College of Architecture and Design, the School of Management, and the fourteen academic departments in the Newark College of Engineering, the College of Computing Sciences, and the College of Science and Liberal Arts.

3. MEMBERSHIP

3.1 Voting Membership

3.1.1 Composition of the Voting Membership

The voting membership of the Faculty Senate shall be composed of, and elected by, members of the faculty who do not currently hold administrative positions higher than department chairperson.

3.1.1.1 Principle of Proportional Representation

The voting membership shall be elected by the faculty in the university's academic units according to the following proportional system of representation: units with fewer than 15 faculty shall have one representative; units with 15–29 faculty shall have two representatives; units with 30 or more faculty shall have three representatives.

3.1.1.2 Founding Voting Membership

In accordance with the principle of proportional representation stated above, the Faculty Senate shall initially contain 25 voting members, elected by and from the faculty in the respective academic units, as follows: Computer Science: 2, Information Systems: 1, College of Architecture and Design: 2, Biological Sciences: 1, Chemistry and Environmental Science: 1, Federated History: 1, Humanities: 1, Mathematical Sciences: 3, Physics: 2, Biomedical Engineering: 1, Chemical, Biological, and Pharmaceutical Engineering: 1, Civil and Environmental Engineering: 2, Electrical and Computer Engineering: 2,

Engineering Technology: 1, Mechanical and Industrial Engineering: 2, School of Management: 2.

3.1.1.3 Term of Office

The term of office of voting members of the Faculty Senate shall be three years.

3.1.1.4 Election Procedures

Details of the procedure for electing voting members shall be articulated in the Faculty Senate Bylaws.

3.2 Non-Voting Membership

3.2.1 Composition of the Non-Voting Membership

The non-voting membership of the Faculty Senate shall be drawn from other stakeholder groups in the university besides those qualified to be voting members, and may be altered by means of duly enacted changes to the Faculty Senate Bylaws. The number of non-voting members shall be not more than sixteen.

3.2.2 Founding Non-Voting Membership

The Faculty Senate shall initially contain sixteen non-voting members, as follows: the Provost, the Senior Vice President for Research and Development, the Vice President for Academic Support and Student Affairs, the five Deans of degree-granting colleges and schools, the Dean of the Honors College, the University Librarian, two members of the Lecturers and Educators Congress (selected by that body from two different colleges, schools, or constituent units), one undergraduate student (selected by the Student Senate), one graduate student (selected by the Graduate Student Association), one administrator (selected by the Administrators Council), and one staff member from an academic unit (selected by the Staff Council).

4. **LEADERSHIP**

4.1 Officers

4.1.1 President

The presiding officer of the Faculty Senate, known as the President of the Faculty Senate, shall be elected by the voting membership of the Faculty Senate from among its voting members, according to procedures set down in the Faculty Senate Bylaws.

4.1.2 Vice President

The Vice President of the Faculty Senate shall be elected by the voting membership of the Faculty Senate from among its voting members, according to procedures set down in the Faculty Senate Bylaws. The Vice President is the presiding officer of the Faculty Senate in the absence of the President.

4.1.3 Other Officers

The Faculty Senate Bylaws may designate other officers as well as the procedures for selecting them.

4.2 Executive Committee

4.2.1 Formation

The Faculty Senate shall maintain an Executive Committee consisting of the President and Vice President of the Faculty Senate and three other voting members, elected by the voting members according to procedures specified in the Faculty Senate Bylaws.

4.2.2 Leadership

The Executive Committee shall be chaired by the presiding officer of the Faculty Senate.

4.2.3 Authority and Responsibilities

The Executive Committee shall assist the President and Vice President of the Faculty Senate in managing the business of the Faculty Senate, shall interact regularly with the Executive Committee of the University Senate in order to coordinate matters of mutual concern, shall interact with the Board of Trustees as opportunities arise, and shall serve the Faculty Senate in any other ways that may be deemed appropriate by the membership of the Faculty Senate or that may be specified in the Faculty Senate Bylaws.

5. **FACULTY SENATE BYLAWS**

The Faculty Senate shall maintain bylaws containing additional details about its organization, committees, and procedures. Nothing in the Faculty Senate Bylaws may contradict any principle or stipulation in this constitution.

6. **MEETINGS OF THE FACULTY SENATE**

6.1 Regularity and Frequency

The Faculty Senate shall meet regularly—normally every other week, but not less often than once a month during the fall and spring semesters. Special meetings may be called by the President of the Faculty Senate, as specified in the Faculty Senate Bylaws.

6.2 Open Meetings and Closed Meetings of the Faculty Senate

6.2.1 Open Meetings of the Faculty Senate

Unless otherwise specified, and subject to limitations of space, all meetings of the Faculty Senate shall be open to all members of the university.

6.2.2 Closed Meetings of the Faculty Senate

In special circumstances, as set forth in the Faculty Senate Bylaws, the presiding officer of the Faculty Senate may designate a meeting or a portion of a meeting to be closed. Such meetings shall be restricted to voting and non-voting members.

6.3 Quorum

A quorum for transaction of business at any meeting of the Faculty Senate shall be a majority of its voting members.

6.4 Agenda

6.4.1 Setting the Agenda

The agenda for meetings of the Faculty Senate shall be set by the President of the Faculty Senate, after providing other members of the Faculty Senate with an opportunity to add agenda items.

6.4.2 Inclusion of Referred Issues

Issues referred to the Faculty Senate by the President of the university, the Provost, the University Senate, or any stakeholder group shall be addressed in a timely and collaborative manner, in accordance with the stipulations in Section IV.D. of the Faculty Senate Bylaws.

6.5 Minutes

The Faculty Senate shall keep minutes of its meetings, including tallies of votes taken and records of decisions made. Minutes of open meetings shall be made widely available to the university community.

6.6 Parliamentary Procedure

Unless otherwise specified in the Faculty Senate Bylaws, meetings of the Faculty Senate and its committees shall be conducted according to the rules of procedure in the most recent edition of Roberts' Rules of Order Newly Revised.

7. **RELATIONSHIP OF THE FACULTY SENATE TO THE FACULTY AT LARGE**

7.1 Delegation of Authority to the Faculty Senate

Except as specified elsewhere in this constitution, the faculty shall delegate its authority in the governance of academic and faculty affairs to the Faculty Senate, as its duly constituted representative body.

7.2 Faculty Handbook

7.2.1 Responsibility to Maintain the Faculty Handbook

The Faculty Senate shall be responsible for maintaining the approved, current version of the Faculty Handbook in collaboration with the Provost's Office.

7.2.2 Changes to the Faculty Handbook

All changes to the Faculty Handbook shall be made in a timely manner, according to procedures specified in Section 7.3 of the Constitution of the Faculty Senate and in Section V.A.1. of the Faculty Senate Bylaws, and shall require the approval of the Board of Trustees, on the recommendation of the President of the university.

7.3 Faculty Meetings

7.3.1 Purpose of Faculty Meetings

7.3.1.1 Information and Communication

Faculty meetings shall provide information on the activities of the Faculty Senate and on the state of the university. They shall also provide opportunities to solicit the opinion of the faculty about various matters of academic and faculty concern.

7.3.1.2 Faculty Action Issues

7.3.1.2.1 Issues Requiring Majority Approval

Approval by a majority of the votes cast at a faculty meeting, rather than of the Faculty Senate alone, is required in the following two instances: 1. Proposed substantive changes to the Faculty Handbook, including policies relating to promotion and tenure, sabbaticals and other leaves, and the restructuring of academic units; 2. any matters deemed of sufficient importance by a majority of the voting members of the Faculty Senate.

7.3.1.2.2 Issue Requiring Two-Thirds Majority Approval

Approval by a two-thirds majority of the votes cast at a faculty meeting is required for the adoption or amendment of this constitution, in accordance with Section 14 below.

7.3.2 Frequency and Management of Faculty Meetings

7.3.2.1 Authority to Convene and Manage Faculty Meetings

The Faculty Senate shall be responsible for convening and conducting meetings of the faculty, and for formulating the agendas for such meetings, according to the stipulations in the Faculty Senate Bylaws. The President of the Faculty Senate shall be the presiding officer at faculty meetings.

7.3.2.2 Frequency of Faculty Meetings

7.3.2.2.1 Regular Meetings

Faculty meetings shall be held regularly, at least once every semester, as specified in the Faculty Senate Bylaws.

7.3.2.2.2 Special Meetings

In addition to regularly scheduled meetings of the faculty, special meetings of the faculty shall be convened by the presiding officer of the Faculty Senate (a) on the recommendation of a majority of the voting membership of the Faculty Senate, specifying their reasons for wanting a special faculty meeting, or (b) in response to a petition from at least fifty faculty members, specifying their reasons for wanting a special faculty meeting, or (c) at the request of the President of the university, specifying reasons for wanting a special faculty meeting.

7.3.2.3 Open Meetings and Closed Meetings

7.3.2.3.1 Open Meetings

Unless otherwise specified, and subject to limitations of space, all meetings of the faculty shall be open to all members of the university.

7.3.2.3.2 Closed Meetings

In special circumstances, as set forth in the Faculty Senate Bylaws, the presiding officer of the Faculty Senate may designate a meeting or a portion of a meeting of the faculty to be closed. Such meetings shall be restricted to voting members.

7.3.2.3.3 Minutes

The Secretary of the Faculty shall keep minutes of faculty meetings. Minutes of open meetings shall be made widely available to the university community.

8. SUPERSESSION OF FACULTY COUNCIL AND THE COMMITTEE ON ACADEMIC AFFAIRS

8.1 Supersession of Faculty Council

The Faculty Senate shall supersede the Faculty Council, which was established at Newark College of Engineering in 1965–66 out of a commitment "to facilitating communication among the Faculty, administration, and Trustees; to enhancing Faculty governance; and to promoting the harmonious, efficient, and educationally effective operation of the Institute" (Faculty Council Bylaws in the NJIT Faculty Handbook from 1966 to 2012).

8.2 Supersession of the Committee on Academic Affairs

The Faculty Senate shall supersede the Committee on Academic Affairs (CAA), formerly the senior academic affairs committee in the university.

9. REPORTING STRUCTURE

9.1 Direct Reporting to the Provost and the President of the University

The Faculty Senate shall report directly to the Provost as head of academic affairs, who will in turn report directly to the President of the university.

9.2 Referrals to the Provost and the President of the University for Action

Faculty Senate decisions that require higher approval, and Faculty Senate recommendations that require further action, shall be referred to the Provost for a timely response.

9.3 Reporting and Referrals to the Board of Trustees

The President of the university shall report regularly to the Board of Trustees on the decisions and recommendations of the Faculty Senate as well as on the Provost's and

President's actions concerning Faculty Senate decisions and recommendations that require Board approval, consistent with NJIT's enabling legislation.

9.4 Faculty Senate Annual Report

The President of the Faculty Senate shall prepare an annual report at the end of each academic year, which shall be presented to the Provost, the President of the university, and the Board of Trustees, as well as to the faculty and other stakeholder groups.

10. COMMITTEES

10.1 Authority to Create, Alter, Manage, and Disband Committees

In order to perform its functions efficiently and effectively, the Faculty Senate shall have the authority to create, alter, and disband standing committees and ad hoc committees, and to determine their charges, membership, and modes of procedure.

10.1.1 University-Wide Membership Pool

The members of Faculty Senate committees may be drawn from the entire university.

10.1.2 Designation and Management of Committees

Regulations for designating and managing standing and ad hoc committees and determining their membership shall be set down in the Faculty Senate Bylaws.

10.2 Standing Committees

10.2.1 Purpose

Standing committees in the Faculty Senate shall collect and disseminate information on matters of concern within their charge, recommend policies and procedures, approve (subject to review by the full senate) matters within their purview, initiate and pursue inquiries unrelated to individual students or employees, and advise the Faculty Senate on the best course of action for implementation of policy.

10.2.2 Authority to Create Bylaws

Each standing committee shall be authorized to create bylaws to regulate its meetings, officers, and activities, subject to the approval of the Faculty Senate.

10.2.3 Authority to Create Subcommittees

At the discretion of the Faculty Senate, standing committees may create subcommittees to handle particular kinds of business that fall under their purview.

10.2.4 Founding Standing Committees

The initial standing committees of the Faculty Senate shall be: 1. Committee on Undergraduate Education; 2. Committee on Graduate Education; 3. Committee on Faculty Rights and Responsibilities; 4. Committee on Academic Outreach; 5. Committee on Research, Scholarship, and Creative Academic Activity; 6. Committee on Teaching, Learning, and Technology; 7. Committee on Information Technology, Library, and Academic Resources; 8. Committee on Academic Assessment; 9. Committee on Strategic Academic Planning and Budget Priorities.

11. COMMUNICATION AND COLLABORATION BETWEEN THE FACULTY SENATE AND THE UNIVERSITY SENATE

11.1 Communication and Collaboration between Presiding Officers and Executive Committees

The officers and the Executive Committee of the Faculty Senate shall communicate and collaborate regularly with their counterparts in the University Senate in order to coordinate the flow of work and information between the two bodies, especially in regard to issues that have both academic and non-academic components.

11.2 Joint Committees

The Faculty Senate and the University Senate may authorize the formation of joint committees to address issues that have both academic and non-academic components. In such instances, the joint committees shall report to both the University Senate and the Faculty Senate, and the two senates may make joint recommendations to the President of the university.

11.3 Communication of Decisions

All decisions reached by the Faculty Senate shall be communicated to the presiding officer of the University Senate at the same time that they are reported to the President and the Provost of the university.

12. COMMUNICATION WITH THE BOARD OF TRUSTEES

12.1 Interaction with the Board of Trustees

As opportunities arise for interaction with the Board of Trustees, the Faculty Senate and the faculty shall be represented by the officers of the Faculty Senate, other members of the Executive Committee of the Faculty Senate, or their designees.

12.2 Participation on Board of Trustees Academic and Research Affairs Committee

At the discretion of the Board of Trustees, a member of the Executive Committee of the Faculty Senate, appointed by the President of the Faculty Senate, shall serve as a member of the Board of Trustees' Academic and Research Affairs Committee.

13. FACILITIES, SUPPORT, AND CREDIT FOR SERVICE

13.1 Shared Governance Website

In association with the presiding officer and Executive Committee of the University Senate, the President and Executive Committee of the Faculty Senate shall maintain a dedicated Shared Governance website on the NJIT website. Postings shall include regulatory documents (such as the constitutions and the bylaws of each senate), agendas and minutes of senate meetings, reports of senate committees, and other relevant materials.

13.2 Meeting Facilities

The university shall provide the Faculty Senate with suitable space for its meetings.

13.3 Office Facilities and Staff Support

The university shall provide the Faculty Senate with office facilities, budgets sufficient to cover reasonable and appropriate expenses, and appropriate clerical and administrative support.

13.4 Time and Credit for Senate Service

In order for the system of shared governance to attract the best talent and to function as effectively as possible, members of the Faculty Senate and its committees shall have adequate time to perform their designated roles and receive appropriate credit.

13.4.1 Class Schedules

Members of the faculty and instructional staff who serve in the Faculty Senate or on its committees shall have teaching schedules that enable them to attend regularly scheduled meetings.

13.4.2 Time and Credit for Faculty and Instructional Staff

Voting members of the Faculty Senate and members of the instructional staff who serve in the Faculty Senate shall receive appropriate release time from teaching assignments, proportionate to their senate duties and responsibilities, as well as appropriate recognition for service to the university.

13.4.3 Credit for Committee Service

All members of the university who serve on Faculty Senate committees shall receive appropriate recognition.

14. ADOPTION AND AMENDMENT OF THIS CONSTITUTION

14.1 Adoption

This constitution shall be adopted and take effect when it has been (1) ratified by a two-thirds majority of the votes cast at a faculty meeting; and (2) approved by the Board of Trustees, on the recommendation of the President of the university.

14.2 Amendment

Amendment of this constitution shall require (1) a two-thirds majority of the votes cast at a faculty meeting, regarding a proposal for amendment that has been circulated by the President of the Faculty Senate to members of the faculty at least ten business days before the meeting in question; and (2) approval by the Board of Trustees, on the recommendation of the President of the university.