

## UNIVERSITY SENATE BY-LAWS

New Jersey Institute of Technology

REVISED September 30, 2013

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### I. INTRODUCTION

These bylaws are formulated in accordance with Section 5 of the Constitution of the University Senate.

### II. MEMBERSHIP

#### A. Selection of Members

Each constituent body shall follow its own procedures for selecting, recalling, and replacing its University Senate representative(s).

#### B. Term of Office

##### 1. Faculty, Lecturers and Educators, Administrators, Staff, Alumni, Deans, Vice Presidents

The term of office shall be three years, beginning on September 1 and ending on August 31.

##### 2. Students

The term of office shall be one year, beginning on May 1 and ending on April 30.

##### 3. President and the Vice President of the Faculty Senate, Associate Provost for Graduate Studies, Associate Provost for Academic Affairs, and the Vice President of Academic Support and Student Affairs

The term of office shall be the duration of their incumbency.

##### 4. Staggered Terms

Initial terms of office shall be arranged by the Provost to achieve a staggered effect.

#### C. Special Circumstances

##### 1. Temporary Cessation of Term and Temporary Replacements

A voting member of the University Senate who is temporarily unable to serve shall be replaced by another eligible member from the same stakeholder group, appointed by the head of the stakeholder group. The replacement representative shall be appointed to serve for a designated period, not to exceed one year. If time remains in the three-year term of the original representative after the replacement period has ended, the original representative shall finish the remainder of the term.

##### 2. Premature End of Term and Permanent Replacements

If a University Senate member permanently vacates his or her position as a University Senate representative before the end of the term, the affected stakeholder group shall select a replacement for the remaining portion of the term as quickly as possible.

#### D. Notification of Representatives

By April 30, stakeholder groups with one or more open seats in the University Senate shall notify the University Senate President of the name(s) of their representative(s).

E. Election of Executive Committee Members

1. Election Procedure

Pursuant to Section 4 of the Constitution of the University Senate, the voting members of the University Senate shall, at their first meeting of the fall semester, elect a Vice President and an Executive Secretary from among their number. At this meeting the voting members shall also elect from among their number the remaining three members of the Executive Committee, to include one faculty member, one administrator, and one member from any one of the following stakeholder groups: the Staff Council, the Lecturers and Educators Congress, the Student Senate, the Graduate Student Association, and the Alumni Association.

2. Nominations

Nominations, including self-nomination, shall be made from the floor during the meeting. Nominations for the Executive Committee shall require a second.

3. Voting

The President of the University Senate shall conduct a closed ballot election whenever there is more than one candidate for a position. When there is only one candidate for a position, the election shall be by acclamation.

4. Terms of Office

Elected members of the Executive Committee shall serve one-year terms, from the time of their election until the next election of the Executive Committee the following fall.

F. Duties of Voting Members

All Voting Members of the University Senate are expected to perform the following duties:

- (1) Attend all meetings of the University Senate and participate fully and knowledgeably in its deliberations.
- (2) Keep their stakeholder group informed of University Senate business and decisions.
- (3) Solicit the opinions of other members of their stakeholder group about University Senate business.
- (4) Represent the interests of the university as a whole, as well as the interests of their own stakeholder group.

G. Duties of the President, Vice President and Executive Committee of the University Senate

In performing their duties, the President and Vice President shall at all times maintain open channels of communication with the members of the University Senate and strive to represent their will.

1. Duties of the President

The duties of the President shall include:

- (a) Serves as the presiding officer of the University Senate.
- (b) Convenes and conducts meetings of the University Senate.
- (c) Chairs the Executive Committee of the University Senate.
- (d) Appoints the members of University Senate Ad Hoc Committees, and interacts with the chairpersons of Ad Hoc and Standing Committees about their business.

- (e) Prepares an annual report, assesses the accomplishments and effectiveness of all facets of the University Senate activities, and cites areas to which the University Senate should direct its efforts.
  - (f) Represents, along with the Executive Committee of the University Senate, the University Senate in interactions with the President of the university and the Board of Trustees, as well as with any other individuals and bodies inside or outside the university with which communication on behalf of the University Senate may be deemed appropriate by the University Senate.
  - (g) Oversees the reporting of University Senate decisions and recommendations to the President of the university.
2. Duties of the Vice President  
The duties of the Vice President shall include:
- (a) Assist the President in performing the President's duties.
  - (b) Perform the duties of the President in the latter's absence.
  - (c) Serve as a member of the Executive Committee of the University Senate.
3. Duties of the Executive Secretary  
The duties of the Executive Secretary shall include:
- (a) Maintain and distribute minutes of the meetings and notice of communications received.
  - (b) Conduct correspondence at the direction of the University Senate or its Executive Committee.
  - (c) Serve as the secretary of the Executive Committee of the University Senate.
4. Duties of the Executive Committee  
The duties of the Executive Committee shall include:
- (a) Interact regularly with the Executive Committee of the Faculty Senate in order to coordinate matters of mutual concern.
  - (b) Interact with the President of the university or Board of Trustees as opportunities arise.
  - (c) Assist the President and Vice President of the University Senate with the management of the University Senate.

### III. **MEETINGS OF THE UNIVERSITY SENATE**

#### A. Regular Meetings

The University Senate shall meet regularly, but not less than twice each semester during the Academic Year. Its Executive Committee and its other committees shall meet as frequently as necessary, subject to the direction of the full University Senate.

#### B. Special Meetings

Special meetings shall be held (1) by the decision of the President of the university or (2) upon request by at least one-third of the voting members.

#### C. Quorum

The quorum at meetings of the University Senate shall be a majority of its voting membership.

#### D. Rules of Order at University Senate Meetings

1. Unless otherwise specified in the Constitution of the University Senate or this document, meetings of the University 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.

2. Decisions at University Senate meetings are determined by a majority of votes cast on motions. Voting members may vote for or against a motion, or they may register an abstention. However, abstentions are not considered “votes cast.”

E. Open and Closed Meetings of the University Senate

1. Open Meetings of the University Senate

As stated in Section 6.2.1 of the Constitution of the University Senate: “unless otherwise specified, all meetings of the University Senate shall be open to all members of the university.”

2. Closed Meetings of the University Senate

As stated in Section 6.2.2 of the Constitution of the University Senate, a meeting of the University Senate may be closed in “special circumstances” defined as matters that concern specific personnel, individual privacy, student records, or any other matters deemed confidential by law.

- (a) A meeting may be declared to be closed in one of two ways: (1) by announcement of the President of the University Senate, or (2) by majority of the votes cast by the voting members.
- (b) Meetings or parts of meetings that are closed shall be restricted to the voting and non-voting members of the University Senate.
- (c) Besides the information provided in the minutes, the voting and non-voting members of the University Senate shall be aware that business conducted in closed meetings of the University Senate is confidential.

F. Minutes

The University Senate shall publish minutes of its deliberations. The minutes shall be kept by the Executive Secretary of the University Senate and shall record votes taken and decisions made. Minutes shall be distributed to the University community in at least two formats including the university website, and in any other outlets it deems effective.

**IV. COMMITTEES**

A. Reporting Requirements

Standing committees shall report to the University Senate regularly but not less frequently than twice in any academic year.

B. Other Committees

1. Other committees established by the University Senate from time to time for work during the academic year will report back to the University Senate not less frequently than every other meeting, and shall keep the Executive Committee apprised of their progress monthly.
2. Unless otherwise specified, the Chairperson of each committee shall be a voting member of the University Senate, elected by the voting members of the committee at its first meeting of the academic year.

C. Election and Bylaw/Constitutional Review Committees

At the last meeting of the University Senate in the fall semester an election committee of not less than three members of the University Senate shall be nominated and elected to begin the

necessary preparation and publicity for the spring elections.

D. Standing Committees

1. Chairpersons

Unless otherwise specified, the Chairperson of each standing committee shall be elected by the members of the committee at its first meeting of the academic year.

2. Identification of Standing Committees

In the list that follows, committees whose purviews overlap with each other and/or with other committees in the university (such as those that report to the Faculty Senate) shall coordinate their activities with the other relevant committees, as necessary. The committees, including their names, purviews, and initial membership structure, shall be established as University Senate standing committees as of September 1, 2013.

**2.1 Committee 1: Committee on Finances**

**2.1.1 Initial Membership**

The Senior University Vice President for Administration and Treasurer, the Associate Vice President for University Budgeting, the Associate Vice President for Finance/Controller, one academic dean, five faculty members or members of the Lecturers and Educators Congress (at least three of whom must be faculty members), two student members (one undergraduate and one graduate student, if possible), one member of the Administrators Council, one member of the Staff Council, and one member of the Alumni Association. A designee for any member may attend in their absence. At least one member of the standing committee shall be a member of the University Senate.

**2.1.2 Charge and Purview**

To provide recommendations on matters relating to University budget, business processes, and related matters.

**2.2 Committee 2: Strategic Planning Steering Committee**

**2.2.1 Initial Membership**

The non-voting Chairperson, shall be the President of the University, the Provost, five faculty members or members of the Lecturers and Educators Congress (at least three of whom must be faculty members), two students (one undergraduate student and one graduate student, if possible), one member of the Administrators Council, one member of the Staff Council, two academic deans, two vice presidents, the Dean of Students, and one member of the Alumni Association. A designee for any member may attend in their absence. At least one member of the standing committee shall be a member of the University Senate.

**2.2.2 Charge and Purview**

Assess the current University Strategic Plan, including its "vision" and "mission"; fundraising; branding and marketing; master plans for the university; enrollment management;

external relations including international, industrial, government and community relations; and related matters. Prepare updated Strategic Plans when needed. Also acts as the Steering Committee for the Middle-States re-accreditation process.

### **2.3 Committee 3: Committee on Campus Life**

#### **2.3.1 Initial Membership**

The Vice President for Academic Support and Student Affairs, five faculty members or members of the Lecturers and Educators Congress (at least three of whom must be faculty members), one member of the Staff Council, four students (two undergraduate students and two graduate students, if possible), one academic dean, one member of the Administrators Council, and one member of the Alumni Association. A designee for any member may attend in their absence. At least one member of the standing committee shall be a member of the University Senate.

#### **2.3.2 Charge and Purview**

To provide recommendations on matters relating to student life; health and safety concerns; parking and local traffic issues; scheduled and special events; athletics; student processes including career advising and placement, mentoring, registration, and financial aid; food services; billing and collections; and related matters.

### **2.4 Committee 4: Committee on Information Systems and Communications**

#### **2.4.1 Initial Membership**

The Associate Provost for Information Services, the Associate VP, Communications, Marketing and Branding, the University Librarian, the Director Institutional Research, five faculty members or members of the Lecturers and Educators Congress (at least three of whom must be faculty members), two students (one undergraduate student and one graduate student, if possible), one member of the Administrators Council, one member of the Staff Council, and one member of the Alumni Association. A designee for any member may attend in their absence. At least one member of the standing committee shall be a member of the University Senate.

#### **2.4.2 Charge and Purview**

To provide recommendations on matters relating to university data standards; IT services and delivery; strategic communications including the university website; the university calendar; marketing, publicity, and internal communications; and related matters.

### **2.5. Committee 5: Committee on Human Resources**

#### **2.5.1 Initial Membership**

The Vice President for Human Resources, three faculty members or members of the Lecturers and Educators Congress (at least two of whom must be faculty members), two students (one undergraduate and one graduate student, if possible), three members of the Administrators Council, four members of the Staff Council, and one member of the Alumni Association. A designee for any member may attend in their absence. At least one member of the standing committee shall be a member of the University Senate.

#### 2.5.2 Charge and Purview

To provide recommendations on matters relating to training and development; hiring processes; employee benefits other than negotiable terms and conditions of employment; affirmative action/EEO concerns; Human Relations Council concerns; employee wellness programs; disability and accessibility issues; gender and diversity issues; ethics and other workplace concerns.

### **2.6. Committee 6: Committee on Facilities**

#### 2.6.1 Initial Membership

The Vice President for Real Estate Development and Capital Operations, the Associate Vice President for Facilities, one academic dean, five faculty members or members of the Lecturers and Educators Congress (at least three of whom must be faculty members), two student members (one undergraduate and one graduate student, if possible), one member of the Administrators Council, one member of the Staff Council, and one member of the Alumni Association. A designee for any member may attend in their absence. At least one member of the standing committee shall be a member of the University Senate.

#### 2.6.2 Charge and Purview

To provide recommendations on matters relating to new and existing facilities, space utilization; campus maintenance; "Green Initiatives"; and related matters.

## **V. ADOPTION AND AMENDMENTS**

### **A. Adoption**

These bylaws shall be adopted when a two-thirds majority of the votes cast at a Shared Governance Steering Committee meeting is achieved, and with the approval of the Board of Trustees, on the recommendation of the President of the university.

### **B. Amendment**

Amendment of the University Senate Bylaws requires (1) a two-thirds majority of the votes cast at a meeting of the University Senate, provided that the meeting is held at least ten business days after the proposal for amendment has been circulated to the members by the University Senate President, and (2) approval by the Board of Trustees, on the recommendation of the

President of the university.