**NJIT DEFAULT DEPARTMENT BYLAWS AND TEMPLATE**

**Approved by Faculty Senate, April 7, 2016**

**Approved by Office of the Provost July 21, 2016**

**Approved by Faculty Senate May 10, 2022**

**Approved by Office of the Provost May 15, 2022**

**Approved by the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_**

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**1. INTRODUCTION**

As stated in Section 3.2.1 of the Faculty Handbook, each academic Department shall operate according to bylaws which set forth its organization and the procedures for conducting its internal affairs. This directive also applies to Colleges or Schools that have no departments, which shall alter the terminology in this document as necessary (e.g., sometimes changing “Department Chairperson” to “Dean”) and shall include other information that is relevant to the administration of their units. It also applies to Federated Departments with Rutgers University, Newark, which may need to alter this document in order to conform to the terminology, requirements, and conventions of both universities. However, nothing in Department bylaws may contradict the NJIT Faculty Handbook.

Unless otherwise specified in these bylaws, meetings of the Department 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. VOTING MEMBERSHIP AND ITS ADJUSTMENT**

**2.1 Voting Membership**

The voting membership of the Department consists of all Faculty members with primary affiliations in the Department (as defined in Sections 2.2 and 2.4.2 of the Faculty Handbook), exclusive of Department Faculty who hold administrative positions at the level of Dean or above. Department Faculty who are on leave may attend meetings and take part fully in Department business if they wish to do so, subject to University personnel policies and regulations. However, they have a special status in regard to determining a quorum at meetings, as stated in Section 4.4 below. Voting membership is extended to University Lecturers and Senior University Lecturers in regard to the following specific areas of Department affairs: curriculum development, course and program assessment, and program administration. Voting membership can be expanded to additional specific areas of Department affairs excluding voting for the Department Chairperson, voting upon anything in the purview of the promotion and tenure committee, voting related to merit determinations, or any other matters regulated by the Faculty Handbook, the PSA Agreement, or any other approved University policies.

**2.2 Adjustments to the Voting Membership**

By amending these bylaws in accordance with Section 7 below, the Department may elect to add other categories of Department members—such as Instructional Staff, as defined in Section 2 of the Faculty Handbook or particular categories therein, and Faculty with joint appointments whose primary affiliation is with another Department—to the voting membership of the Department in regard to specific areas of Department affairs, such as curriculum development and program administration. However, such adjustments to the voting membership cannot be made in regard to voting for the Department Chairperson, voting upon promotion and tenure decisions, voting related to merit determinations, voting to approve or amend Department bylaws, or any other matters regulated by the Faculty Handbook, the PSA Agreement, or any other approved University policies.

**3. DEPARTMENT ADMINISTRATION**

**3.1 The Department Chairperson**

The Department Chairperson is the chief administrative officer of the Department. As such, and in accordance with Department, College/School, and University policies and procedures, the Department Chairperson has responsibility for (1) overseeing the hiring, reappointment or non-reappointment, and promotion of Faculty, Instructional Staff, administrators, and staff in the Department; (2) managing Department personnel, budget, and resources in the best interest of the Department, College/School, and University; (3) planning or overseeing teaching schedules, with due regard to Department needs, individual preferences of Faculty and Instructional Staff, and Faculty intellectual and professional development; (4) presiding at Department meetings and meetings of the Department P&T Committee; (5) interacting with the Dean and other University officials on behalf of the Department and representing the Department at College/School and University events; and (6) assigning Department Faculty and other personnel to Department, College/School, and University committees. Additional duties of the Department Chairperson that pertain to this Department may be listed here if this section is amended according to Section 7 below.

Section 3.3 of the Faculty Handbook specifies the rules governing selection of the Department Chairperson and describes the three ways in which voting for a Department Chairperson may be conducted by secret ballot: at a Department meeting, by mail ballot, or by electronic voting. As stated in the Faculty Handbook, if these bylaws do not specify one of these methods, the Election Coordinator determines which of them to use.

**3.2 Associate Chairpersons**

The position(s) of Associate Chairperson may be created or abolished by the Department Chairperson according to Department needs and procedures and subject to approval by the Dean. If not listed here, the duties of the Associate Chairperson(s) are assigned by the Department Chairperson in accordance with Department, College/School, and University policies.

**3.3 Other Department Administrators**

The Department may create or abolish other Departmental academic administrative positions, such as Program Director(s), with the approval of the Dean. If not listed here, the duties of such positions are assigned by the Department Chairperson in accordance with Department, College/School, and University policies.

**3.4 Department Staff**

The Department may make recommendations to the Dean to create or abolish staff positions. If not listed here, the duties of such positions are assigned by the Department Chairperson in accordance with Department, College/School, and University policies.

**4. DEPARTMENT MEETINGS**

**4.1 Regular Department Meetings**

Regular Department meetings shall be called by the Department Chairperson according to the needs of the Department. A schedule of Department meetings for the semester shall be distributed by the Chairperson by the second week of each semester. Department meetings shall not be scheduled at the same times as scheduled meetings of the NJIT Faculty.

**4.2 Special Department Meetings**

Upon receiving a written request from at least 25 percent of the voting membership of the Department, the Department Chairperson shall schedule a special Department meeting, to occur within ten business days. Due regard shall be given to the purpose for which it is called, the necessity to give proper notice, and the importance of obtaining maximum attendance. Special Department meetings may also be called by the Department Chairperson or the Dean.

**4.3 Notice of Meetings and Motions**

The Department Chairperson shall distribute to the voting membership of the Department notification of the date, time, and place of the next Department meeting, along with an agenda of specific items to be discussed, including motions requiring a vote. Except in cases of emergency, these materials should be distributed at least five business days in advance of the meeting.

**4.4 Quorum**

The quorum at Department meetings is a majority of the voting membership. A faculty member on leave and not in attendance at a meeting shall not be counted in determining a quorum for that meeting. However, a faculty member on leave but in attendance at a meeting shall be counted in determining a quorum for that meeting.

**4.5 Voting Procedures**

Unless otherwise specified in the Faculty Handbook or these bylaws, all decisions of the Department that require a vote shall be made at duly constituted Department meetings. A motion is adopted if a majority of votes cast are in favor. At the request of any voting member, a vote on a motion shall be taken by secret ballot during the meeting. Voting on a motion by mail or electronic ballot can be authorized by a majority vote at a Department meeting, as long as the Faculty Handbook or these bylaws do not specify a different voting method.

**5. DEPARTMENT COMMITTEES**

**5.1 Purpose of Department Committees**

The Faculty has primary responsibility for such fundamental areas as curriculum, course content and methods of instruction, quality of instruction, academic standards, professional conduct, research, and faculty rank and status including appointment, reappointment, non-reappointment, promotion, tenure, and dismissal. The Faculty sets the requirements for degrees, determines when the requirements have been met, and makes recommendations to the President and the Board of Trustees to grant the degrees thus achieved. The collective exercise of this responsibility by members of Department Committees is part of the system of shared governance at NJIT. By the prudent use of committees, all Faculty can participate effectively in the governance of the Department and efficiently accomplish the Department’s business.

Committees may perform supervisory, supportive, and other tasks, thus contributing to the smooth and transparent functioning of the Department. When they are charged with acting on behalf of the Department, or are assigned responsibility to implement specific decisions of the Department, their powers are limited to those specifically assigned by the Department Faculty. Within the scope of their charge, committees may investigate, deliberate, and make recommendations to the Department.

**5.2 Types of Department Committees**

Standing Committees: Standing Committees perform continuing functions in the governance or operation of the Department and require permanence to carry out their charges effectively. Thus, Standing Committees have perpetuity and are terminated only by the specific action of the Department, and the terms of committee members may extend over several years. A list of the Department’s Standing Committees and their charges may be placed here if this section is amended in accordance with Section 7 below.

The Department Promotion and Tenure Committee is a special Standing Committee whose membership and duties are defined in Section 4.5.2 of the Faculty Handbook.

Ad Hoc Committees: Ad Hoc Committees may be formed by the Department Chairperson for a specific, limited purpose, and they cease to exist upon the completion of their charge, or at the end of the academic year following the year during which they were constituted, unless renewed by the Department Chairperson with a restated mandate.

Faculty Search Committees: Section 2.4.1.1.2 of the Faculty Handbook contains general rules which govern the creation and function of Faculty Search Committees. The Department may amend these bylaws in accordance with Section 7 below in order to include additional details on the role of the Department Chairperson and other Faculty members.

**5.3 Department Committee Membership and Methods of Appointment**

Whenever possible, members of Department Committees shall be chosen to include Faculty with a strong interest or experience in matters within the committee’s purview. Broad Department representation is mandated in committees of a principally academic nature, such as those concerned with the implementation and supervision of curricula, degree programs and academic standards, professional development of Faculty, and research facilities, as well as those which deliberate and make recommendations to the Department Faculty for consideration.

By amending the Department bylaws in accordance with Section 7 below, the voting membership of the Department may expand the membership of certain kinds of Department standing and ad hoc committees in order to include members of the Department’s Instructional Staff. If the Department takes such action, it must not violate the Faculty Handbook or the contract between the PSA and NJIT, and it should be done in a spirit of inclusiveness, opportunity, and excellence. Members of the Department’s Instructional Staff who serve on Department committees or who represent the Department on college or University committees should do so voluntarily and should receive appropriate recognition for their time and effort.

With the exception of the Department P&T Committee, the Department Chairperson is responsible for appointing members to Standing and Ad Hoc Department Committees and Faculty Search Committees (in accordance with Section 2.4.1.1.2 of the Faculty Handbook), as well as to college and University committees.

**6. DEPARTMENTAL RECOMMENDATIONS FOR EMERITI STATUS**

Section 2.3.3 of the Faculty Handbook contains the general procedure for awarding Professor Emeritus or Professor Emerita status to retired Faculty members “who have served the University with distinction.” Department-specific standards for meeting the criteria of University service “with distinction” may be placed here if this section is amended in accordance with Section 7 below.

A retired Faculty member shall be eligible to be considered for Emeriti status by the Department P&T Committee any time before the end of the semester following the official retirement date. If the Department P&T Committee votes in favor, the Department Chairperson shall send the Dean a recommendation for awarding the title of Professor Emeritus or Professor Emerita.

**7. APPROVING AND AMENDING THE DEPARTMENT BYLAWS**

In accordance with Section 3.2.3 of the Faculty Handbook, proposed Department bylaws may be adopted and proposed amendments to the Department bylaws may be approved by a two-thirds majority of the votes cast at any regular Department meeting, provided that they have been circulated in writing to the voting membership of the Department at least ten business days before the first Department meeting at which they are considered.