

DEPARTMENT OF HUMANITIES BYLAWS

Approved by the Department of ___HUMANITIES___ on ___November 16, 2016_____

Approved by the Provost on ___May 5, 2017_____

PREAMBLE

As stated in Section 3.2.1 of the Faculty Handbook, each academic Department shall operate according to bylaws that set forth its organization and the procedures for conducting its internal affairs. Nothing in Department bylaws may contradict the NJIT Faculty Handbook.

1. GENERAL INTRODUCTION

The Department of Humanities (referred to hereinafter as the Department) will operate according to these bylaws, which set forth its organization and the procedures by which the Department will conduct its internal affairs. This document, together with the Faculty Handbook and the PSA Contract, constitute the official procedures for the functioning and governance of the Department.

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.

1.1 Mission Statement

It is the mission of the Department to provide quality education, research, and scholarship in the Liberal Arts to the members and units of the NJIT community.

2. DEPARTMENT VOTING MEMBERSHIP AND RESPONSIBILITIES

The Department has two categories of voting membership based on the general responsibilities of Faculty and Full-time Instructional Staff under the system of shared governance, as outlined here:

The Faculty has primary responsibility for such fundamental areas as curriculum, course content and methods of instruction, quality of instruction, academic standards, assessment, professional conduct, research, and faculty rank and status including appointment, reappointment, non-reappointment, merit, 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 Department Program Directors and Lecturers, as defined below, participate in planning curriculum, course content and methods of instruction, and assessment. The collective exercise of this responsibility by members of the Department is part of the system of shared governance at NJIT.

The Faculty Voting Membership will be required to vote on all major policy changes, initiated either by a committee or by the Chair.

Accordingly, voting powers in the Department are distinguished by the following criteria for two distinct classes of Departmental membership:

(1) All tenured and tenure-track Faculty members with primary affiliations in the Department as defined in the Faculty Handbook (currently sections 2.2 and 2.4.2), exclusive of Department Faculty who hold administrative positions at the level of Dean or above (hereinafter, "Faculty"). 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.

(2) All full-time administrative members of the Department with such titles as Director, Associate Director, or Coordinator who regularly teach courses in the Department; and all full-time non-tenure track instructional staff (known as Senior University Lecturers or University Lecturers) who have completed three or more years of service in that position (hereinafter, "Lecturers").

The voting powers of each of these categories are delineated in sections 2.1 and 2.2.

2.1 Faculty Voting Powers

Faculty alone are responsible for voting for the Department Chair, voting for the Chair Search Committee, voting upon promotion and tenure decisions, voting related to the hiring of new faculty, voting related to merit determinations, voting related to teaching assignment criteria, 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.

2.2 Department Voting Powers

The entire Department voting membership of Faculty and Lecturers as defined above may vote for all matters not listed in section 2.1 above, including, but not limited to, all matters of departmental administration, pedagogy, course and program assessment, and curriculum.

If a question arises as to whether a specific issue can or cannot be voted upon by the entire Department voting membership, the ruling of the Chair will decide the issue, unless such ruling is overturned by a majority of the Faculty voting members as defined above.

3. DEPARTMENT ADMINISTRATION

3.1 The Department Chair

The Department Chair is the chief administrative and executive officer of the Department. The Chair normally serves for a term of three years, renewable according to the procedures outlined in the Faculty Handbook (currently section 3.3).

As the chief administrative and executive officer of the Department, and in accordance with Department, CSLA, and University policies and procedures, the Department Chair 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, CSLA, and University;
- (3) planning or overseeing teaching schedules, with due regard to Department needs, individual preferences of Faculty and Instructional Staff, and Faculty and Instructional Staff intellectual and professional development, and the current TAC (Teaching Assignment Criteria) plan of the Department;
- (4) making decisions regarding pedagogy, course and program assessment, and curriculum after receiving the recommendations from the appropriate standing committees of the Department;

- (5) presiding at Department meetings and meetings of the Department P&T Committee;
- (6) interacting with the Dean and other University officials on behalf of the Department and representing the Department at CSLA and University events;
- (7) assigning Department Faculty and other personnel to Department, CSLA, and University committees;
- (8) conducting an annual assessment of the Department, including its mission, its implementation of that mission, and the functioning of its program committees and administration;
- (9) allocating faculty offices and other facilities fairly and equitably;
- (10) allocating release time from teaching for purposes of research and/or administration in accordance with CSLA and University policies and with the final approval of the Dean of CSLA;
- (11) publishing guidelines and allocations for travel reimbursement and professional development activities;
- (12) reviewing, endorsing and submitting to the University Sabbaticals Committee appropriate sabbatical leave applications from eligible faculty.

Currently, section 3.3 of the Faculty Handbook specifies the rules governing selection of the Department Chair and describes the three ways in which voting for a Department Chair may be conducted by secret ballot: at a Department meeting, by mail ballot, or by electronic voting. The Department permits the duly selected Election Coordinator (EC) selected by the Dean of CSLA to determine the form of voting, as long as two conditions are met: (1) the vote is done by secret ballot; and (2) the vote is preceded by a full Department meeting in which the qualifications of all potential candidates for the Chair can be discussed; at this meeting it is expected that any and all candidates for the Chair will make a brief statement outlining a vision and/or plan for the Department.

3.2 Associate Chairs

The position(s) of Associate Chair may be created or abolished by the Department Chair according to Department needs and procedures and subject to approval by the Dean. The Associate Chair position can be filled only by a tenured or tenure-track Faculty member, unless an exception is approved by the Dean. The duties of the Associate Chair(s) are assigned by the Department Chair in accordance with Department, CSLA, and University policies.

3.3 Other Department Administrators

The Department Chair may create or abolish other Department academic administrative positions, such as Program Director(s), with the approval of the Dean. The duties of such positions are assigned by the Department Chair in accordance with Department, CSLA, and University policies.

3.4 Department Staff

The Department Chair may make recommendations to the Dean to create or abolish staff positions. The duties of such positions are assigned by the Department Chair in accordance with Department, CSLA, and University policies.

3.5. Department Structure

3.5.1 Degree Programs

The Department consists of three undergraduate and one graduate degree-granting program:

- Communication and Media (B.A. or B.S.)
- Science, Technology and Society (B.A. or B.S.)
- Theatre Arts and Technology (B.A.)

- Masters in Professional and Technical Communication (M.S.)

The Department Chair has primary responsibility for appointing the Faculty or Directors running the programs.

The Program Directors are responsible for curriculum, course content and methods of instruction, quality of instruction, academic standards, assessment of the program, professional conduct, student advisement of majors and minors in the program, and certification of graduation. When the program Director is not a Faculty member (as defined in section 2 above), the final responsibility for academic standards, degree requirements, and certification of degrees resides with the Chair as part of the normal oversight function of the Chair. The Chair retains the power to oversee faculty rank and status, including appointment, reappointment, non-reappointment, promotion, tenure, and dismissal.

Notwithstanding the operational responsibilities of the Program Directors, 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.

3.5.2 Theatre Arts and Technology

The Theatre Arts and Technology Program (THAT) is part of the collaborative Rutgers-NJIT Joint Theatre Program affiliated with the Department of Arts, Culture and Media on the Rutgers University-Newark campus.

In consultation with the Chair of the Department of Humanities and the Dean of CSLA, the Director of THAT will coordinate theater and drama course offerings, develop new courses in these areas, formulate regulations and procedures for its own organization and administration, and take similar actions within the field of theatre subject to the terms of these bylaws and existing faculty regulations and with the approval of the administrations of NJIT and Rutgers University-Newark.

THAT is an academic and degree-granting program within the Department of Humanities. The program committee for THAT (see section 6.2 below) will oversee all aspects of curricula, pedagogy, assessment, and degree certification. The THAT program committee is a permanent standing committee of the Department of Humanities. The THAT program committee must have as members at least two full-time tenure line Faculty members (as defined in section 2 above) at all times, so that the degree program meets the conditions set forth in the Faculty Handbook and University regulations regarding the oversight and certification of academic programs.

NJIT faculty, lecturers, and staff who work within the Theatre Arts and Technology Program are members of the Department of Humanities.

The Program Director of the THAT program reports directly to the Dean of CSLA in all non-academic matters regarding budget, administration of the program, theatre productions, community outreach, etc. In all academic matters concerning curriculum, pedagogy, assessment, and certification of degrees, the Program Director reports to the Chair.

3.5.3 Other Programs

The Department includes other programs that support the NJIT student body.

The English as a Second Language Program (ESL) supports both undergraduates and international graduate students by improving English language skills. The Chair is responsible for appointing a Program Director.

The First Year Writing Program is responsible for the two-semester English writing courses that are required as the foundation of communication skills. The Faculty Coordinator and Director of the First Year Writing Program, in consultation with the Writing Committee and the Chair, are responsible for the curriculum, course content, methods of instruction, staffing, and a yearly assessment cycle. The Faculty sets the requirements for the course sequence, and the Chair is responsible for appointing a Faculty Coordinator and a Program Director.

The Writing Center functions as a university-wide resource to improve writing skills of all students and the pedagogy and curricula of instructional staff. The Chair is responsible for appointing a Program Director.

The Chair will evaluate and make personnel recommendations to the University administration concerning program directors who are not reviewed through the Promotion and Tenure process.

3.5.4 Cooperative Programs

Faculty in the Department may recommend the establishment or dissolution of cooperative relationships, joint programs, or federations with the various corresponding or related departments or programs at Rutgers University-Newark, subject to the terms of these bylaws and existing faculty regulations as expressed by the Faculty Handbook and the PSA contract, with the approval of the administrations of NJIT and Rutgers University-Newark. Any such establishment or dissolution of a cooperative relationship must be approved by a vote at a Department meeting.

When a member of the Department works within a cooperative program or federated department (teaching and/or service) such work will be considered service to and work within the Department for the following purposes: (1) promotion and tenure; (2) teaching and committee assignments; and (3) teaching, research, and merit awards.

4. DEPARTMENT MEETINGS

4.1 Regular Department Meetings

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

Each meeting will include a report by the Chair. Reports may be requested from program directors, chairs of ad-hoc or standing committees, and Faculty Senate and PSA representatives. The minutes of each meeting will be kept by a recording secretary selected by the Chair, circulated to Department members within ten days of the meeting and be reviewed and approved at the next meeting.

4.2 Special Department Meetings

Upon receiving a written request from at least 25 percent of the Faculty voting membership of the Department, the Department Chair 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 Chair or the Dean.

4.3 Notice of Meetings and Motions

The Department Chair 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. Motions and votes at any Department meeting are not limited to the motions announced in advance.

4.4 Quorum

The basic principle in the establishment of a quorum for votes at a Department meeting is a simple majority of the voting members of the Department eligible to vote on the particular issue being considered.

When voting on issues described in section 2.1 above, a simple majority of the Faculty voting membership constitutes a quorum. When voting on issues described in section 2.2 above, a simple majority of the total Faculty and Lecturer voting membership constitutes a quorum.

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 eligible 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, 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

By the prudent use of committees, all Department full-time members 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 Chair. Within the scope of their charge, committees may investigate, deliberate, and make recommendations to the Chair and 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. Unless otherwise noted, the Department Chair will appoint the Chairs of all standing committees. The Program Director or Faculty Coordinator of all programs in the Department will normally be the Chair of the relevant committee for that program.

The Chair, Associate Chair(s), Directors, and Program Coordinators will constitute the Department Programs Committee.

There is a committee for each of the major or degree programs in the Department: Communication and Media; Science, Technology, and Society; Theatre Arts and Technology; and Professional and Technical Communications. Each Program Director or Coordinator, in consultation with the Chair, will determine the size and composition of committees formed to advise them. As stated in section 5.2 above, the THAT Program committee must have a minimum of two tenure-line Faculty members.

There is an Assessment committee to oversee the ongoing assessment of the Department's programs and course offerings.

There is a Writing committee to oversee the course structure and content of the Department's Writing offerings with special attention to the First Year Writing sequence and the Writing Center.

There is a GUR committee to oversee the course structure and content of the Department's GUR offerings.

There is a Department Teaching Awards Nomination Committee that will make nominations and assemble the necessary material for college and university teaching awards.

There is a Research Advisory committee to give advice and aid to members of the Department seeking external and internal funding for research projects.

There is a Theatre and Music committee to give advice to the THAT program regarding productions and events; this committee is separate from the THAT Program committee listed above, which is solely responsible for the oversight of the academic and degree program in Theatre Arts and Technology.

There is a Speakers and Events committee to arrange and coordinate the Departmental Faculty Colloquia and any and all other special events exclusive of THAT productions and related events.

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 Chair 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 Chair 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 Handbook also permits each Department to specify particular roles and functions of the Chair and other members of the Department in this process. In this Department, there is a three-step process after the final round of candidate interviews has been completed:

(1) The search committee ranks the top three candidates and passes its recommendation on to the Department P&T committee;

(2) The Department P&T committee votes to accept or to amend the search committee recommendation, and then passes on its recommendation to the Chair;

(3) The Chair recommends to the Dean a list of names after consultation with the Department P&T committee and the faculty search committee.

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.

All voting Members of the Department (as well as Lecturers with fewer than three years of service in the Department), as defined in Section 2 above, may be Committee Members unless in violation of the Faculty Handbook or the contract between the PSA and NJIT. 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 Chair 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." The Department believes strongly that any Faculty member of this Department who retires at the rank of Full Professor (or above) is deserving of Emeriti status, and the Department P&T committee and Chair will act appropriately according to this rule.

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 Chair 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.