

**NJIT DEFAULT DEPARTMENT BYLAWS AND TEMPLATE**

Approved by Faculty Senate, April 7, 2016

Approved by Office of the Provost July 21, 2016

Approved by the Department of COMPUTER SCIENCE / Cristina Borcea on 10/05/16

Approved by the Provost on October 6, 2014

**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.

**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 (or particular categories therein, such as Senior University Lecturers and University Lecturers) 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